

## **Sullivan County NH**

**Type of meeting:** Board of Commissioners Business Meeting Minutes

**Date/Time:** Tuesday, February 15, 2011; 3 PM

**Place:** Unity County Complex, Sullivan County Health Care Facility, Frank Smith Living Room, 1<sup>st</sup> Floor, 5 Nursing Home Drive

**Attendees:** Commissioners Bennie Nelson – *Chair*, Jeffrey Barrette – *Vice Chair* and John M. Callum Jr. – *Clerk*; Greg Chanis – *County Manager*; Ted Purdy – *Sullivan County Health Care (SCHC) Administrator*; Ross L. Cunningham – *Department Of Corrections (DOC) Superintendent*; Sheriff Michael Prozzo (entered room later in meeting); Jane Coplan – *DOC Program Director*; Tim Moquin – *DOC*; Kevin Warwick – *ASAI*; John Cressy – *Facilities Director*; and Sharon Callum – *Administrative Assistant/Minute Taker*.

**3:06** The Board Char, Bennie Nelson, open the meeting and led all in the *Pledge of Allegiance*.

### **Agenda Item No. 1. Sullivan County Health Care Administrator's Report**

#### **Agenda Item No. 1.a. Sullivan County Health Care Census**

Mr. Purdy reviewed the following reports [Appendix A.1-7]:

- January 2011 Medicare, Private, Medicaid, HCBC (RESPITE), Managed Care, Total Census, and Medicare B Revenue: Medicare B – made budget, but less than we have been running, DMS found another way to decrease revenue – if a patient has one (1) therapy session and one (1) occupational session in the same afternoon, full payment is not received for the secondary service.
- Revenue Review thru 01/01/2011: Med B totals running higher, net variance due, received another stimulus check that will show up in next month report
- Quarterly Resident Census FY11: total census staying ahead of track
- Medicare Length of Stay Analysis
- January 2011 Admissions/Discharge Summary: 12 admissions/10 discharges
- January FY2011 YTD Admission/Discharge Summary: 63 admissions and 59 discharges
- Month-end Aged Analysis For the Month of Jan, 2011: 145.6 census average per day
- Last page month end aging: 139, 1,500 net negative gain, we did write off Medicaid just over 71,000

Agenda Item No. 1.b. Staffing

Mr. Purdy noted the Activities Director is still vacant; in the meantime, Wendy Rastallis, Interim Director, is "doing a fine job". She will be attending an Activities course this coming week. They have one Unit Manager Nurse vacancy and are trying to recruit from within.

**Agenda Item No. 2. Department of Corrections (DOC)  
Superintendent's Report**

Agenda Item No. 2.a. Video Visitation Overview

Supt. Cunningham distributed copies of the "Video Visitation Policy" [Appendix B.1-3] and noted they rolled out the video visitation program at the DOC; monitors are located at the Community Corrections Center (CCC), old jail and on each wing; this program allows family members – during a set time period - to go to the monitors and engage in audio/visual visitations with incarcerated; this allows no contact with the inmate and results in reduced contraband; audio/visuals are taped on each end, and timed; this type of program is being accepted nationally through most correctional facilities; currently, with visitations, Correctional Officers must do a contraband search, which takes up to a ½ hour; Tim Moquin has been instrumental in getting the program in place, which will, tentatively, begin Friday; the entire inmate population has been notified and they will be notifying families, plus, they will place information about the program on the web site. Mr. Moquin reviewed the Video Visitation Power Point [Appendix C.1-12 ], and illustrated Single Handset Terminal Features; inmate initiates the visit through phone calls, schedules the visit; no officers are involved unless there is a problem; this is a first come / first served basis; there will be five terminals in the reception and treatment area; Officers are able to monitor visits; this equipment is able to interact with the DOC's Speilman software - no additional fees are involved to monitor the system; this will save a lot of travel and staff hours; this will serve public better; and, in future, they may be able to use it for visitors who are unable to travel to the jail.

*3:26 Sheriff Prozzo entered the room.*

Agenda Item No. 2.b. DOC Program Overview

Jane Coplan distributed copies of the Community Corrections Program Schedule of 2/14/11 – 2/20/11 [Appendix D]. Both, Mr. Warwick and Ms. Coplan reviewed a PowerPoint titled "Sullivan County Department of Corrections Community Corrections Center: Review of Facility and Programs, Dated February 15, 2011 [Appendix E.1-14], which explained about the facility and inmates' programs.

Ms. Coplan briefed the Board on a meeting held today with representatives from Missouri, who ran a 4-H strengthening families program at a federal

prison in Missouri, and would like to bring the program into Sullivan and Merrimack County jails, for the first time. Cunningham discussed tracking inmates as they left the program and moved back into the community. It was noted they will be incorporating more intern work in the future.

Agenda Item No. 2c.      Dartmouth/Inmate Project "Telling My Story" DVD Trailer

Ms. Coplan discussed the Dartmouth College student/female inmate program they ran this past summer, which involved 16 students and the female population. The Board viewed the "Telling My Story" trailer. Coplan anticipates the DVD to be completed within nine months.

Agenda Item No. 2.d.      Discuss Criminal Justice Coordinating Committee  
Comm. Nelson noted it might be best to wait until April, and hold the meeting in the early morning; possibly, they could combine with a budget review day.

*4:05 Tim Moquin, Kevin Warwick and Jane Coplan left the room.*

Agenda Item No. 2.f.      Census  
Supt. Cunningham distributed the census "Daily Report" [Appendix F].

Non Agenda Item      NH House Bill (HB) 115  
Supt. Cunningham distributed copies of HB115 [Appendix G.1-3], which relates to transfer of inmates to facilities; a current RSA deals with transfers into facility and requires Commissioners immediate approval; the new RSA outlines both taking care of transfers out and in and a process where the Superintendent does not need the immediate approval of the Board, but informs them during their regular business meetings; the Superintendent already reports what he sends out; he just added reporting what he takes in to the current census; there are several versions of the bill pending, but the one provided today is the one Betsy Miller feels will pass. Chanis noted, if the Board agrees, he could send a letter of support to County State Delegates and to NHAC. There was no decision made.

Agenda Item No. 2.e.      Staffing  
Supt. Cunningham noted they are presently fully staffed.

**Agenda Item No. 3.      Sheriff's Office Report**

Sheriff Michael Prozzo noted their office is applying for another Highway Safety grant in the amount of \$4,484.70; this would provide Overtime Enforcement Patrols - 22 patrols for speed enforcement; the application requires the Board Chair and Sheriff's signature.

**4:10 Motion: to accept the highway safety grant [in the amount of \$4,484.70] and authorize the Chair to sign the application.**

**Made by: Barrette. Seconded by: Nelson. Voice vote: All in favor.**

Commissioner Nelson and Sheriff Prozzo signed the documents [Appendix H.1-3]

Non Agenda Item Funding of Court Security

In response to questioning from Board members, Sheriff confirmed he anticipates funding to expire 4/22/11; he brought the Clerk of Court up to date on the negotiation proceedings; she indicated, to him, she had been notified there may be no security for their offices when the Superior Court Judge was not in the house and had concurred that was a good idea - Sheriff has put a schedule together for next year should the State initiate the plan, if they do, security would be there for just a portion of the day; he requested the Clerk of Court to send a memo to NH State regarding this, and they are awaiting their reply; Archie Mountain will be running a story on the topic next week; Sheriff will be attending a Sheriff's Association meeting tomorrow; currently, there are nine (9) counties who have projected to be in the red and Hillsboro is the only County to be in the black - due to closure of Manchester for remodeling; if he began this procedure tomorrow or next week - with partial security, he still would be short 14 days to pay.

**Agenda Item No. 4. County Administrator's Report**

Agenda Item No. 4.b. FY '12 Budget Updates

Mr. Chanis noted they are on track with the budget schedule, but it's too early to give indication as to where the budget stands. He noted the Board needs to decide on their review schedule.

Agenda Item No. 4.c. Air Conditioning Request For Proposal (RFP)

Mr. Chanis distributed copies of the Sullivan County Health Care Air Conditioning and Fresh Air Make Up Project Request For Proposal [Appendix I.1-7], reviewed the schedule, and highlighted on the mandatory walk through required of RFP applicants.

Agenda Item No. 4.d CDFA CDBG 07-410-CDED Wainshall Mills Project Close Out Update

Mr. Chanis noted the CDFA sent formal notification to indicate the CDFA CDBG 07-410-CDED Wainshall Project was complete [Appendix J.1-2]; the County received a Certificate to confirm this [Appendix K]. They have not heard from Elizabeth Sweeney regarding the CDBG application for the regional development organizations. He recently heard on the radio that Obama's budget proposal would reduce CDBG funding.

Agenda Item No. 4.e

Review of State Request for Changes on Court Lease

Mr. Chanis received a letter from NH State regarding the court leases of space for the Superior and Probate court facilities [Appendix L] and their request to renegotiate the lease and have the County reduce the percentage increase to 1%; in 2008, they signed a three (3) year lease with a two (2) year extension, which begins in May – Chanis distributed a Rental Schedule sheet that was part of the original contract [Appendix M] ; he distributed a spreadsheet reflecting the results of the revenue reduction should the Board renegotiate per State's request [Appendix N] – proposed two year reduction would be \$9,088. Chanis pointed out that the contract was a result of a lengthy negotiation that they arrived at within a fair process; he noted to the Board the County has invested significant funds to install a backup generator, new perimeter security locks, a new boiler that heats a portion of the State space, new carpeting, paint, a new x-ray machine for court security, and electrical work for several places in State leased areas. After a brief discussion, the Board requested Chanis to respond in letter format to say the Board considered their request, and a) we bargained in good faith, b) we are good stewards of the building and consider this a fair investment. Mr. Chanis will prepare the letter, then scan and e-mail it to the Board.

**Non Agenda Item**

**Unity Complex Oil Spill: Appeal of Recovery Funds Denial Update**

Mr. Cressy noted Aries Engineering is still working with the County on repealing the denial for use of oil recovery funds to pay for the cleanup costs of the oil spill and containment process, at the Unity complex; they have not officially closed out the site, but are awaiting a letter to address filling holes, pavement and work on concrete.

Non Agenda Item Transfer of Funds

Mr. Chanis, for benefit of Commissioner Callum, discussed how *Transfer of Funds Request* forms were used during previous Delegation terms; when a line item starts to get over expended, a transfer was made from one line to cover the line, the department head would generate the form, have Administrator approve, then Commissioners, and finally the EFC; the EFC did not vote to continue this protocol with the start of a new fiscal year; it's been an open question as to whether they should continue the protocol. Commissioner Barrette noted, when they make a transfer they are making a debit /credit in the computer system, where the problem is - you don't see how good you budget actual, as you can't see over expenditures of those line items. Commissioner Nelson interjected, Commissioners are able to move money around within the departments, but not between departments. Mr. Chanis noted, per RSA's, the budget the County submits on the MS42 form, to the DRA, must be followed - the MS42 form reflects categories, not funds. Comm. Barrette noted there is nothing illegal about overspending a line – he likes to see budget vs. actual. Comm. Nelson expressed his thoughts: he

likes to see financial reports reflect over expenditures, and to not see the transfer in software. Barrette inserted, they would like to be kept apprised of the over expended lines, and a quarterly detailed budget review is sufficient. Comm. Callum Jr. wants to see reports that illustrate the budget vs. actual, also. Mr. Chanis confirmed his job is to ensure they don't receive surprises.

**Agenda Item No. 5. Commissioners Report**

There were no reports given.

**Agenda Item No. 6 Public participation**

There was no public participation.

**Agenda Item No. 7. Meeting Minutes Review**

Agenda Item No. 7.a. February 1, 2010 Public Meeting Minutes

**4:52 Motion: to accept the February 1, 2010 Public Meeting Minutes as typed. Made by: Barrette. Seconded by: Callum. Voice vote: All in favor.**

**Non Agenda Item Department of Energy: Request To Use Surplus Funds for New Activities**

Mr. Chanis confirmed he called the Dept. of Energy, but had not received approval to use excess grant funding for the proposed new energy saving project.

**Agenda Item No. 8. Probable Executive Session Per RSA 91-A:3.II.a. – Employee Compensation Discussion**

**4:55 Motion: to go into Executive Session Per RSA 91-A:3.II.a. to discuss an employee compensation issue. Made by: Callum Jr. Seconded by: Barrette. Those in Executive Session included: all three Commissioners, County Administrator, DOC Superintendent and the minutes taker. Roll call vote: All in favor.**

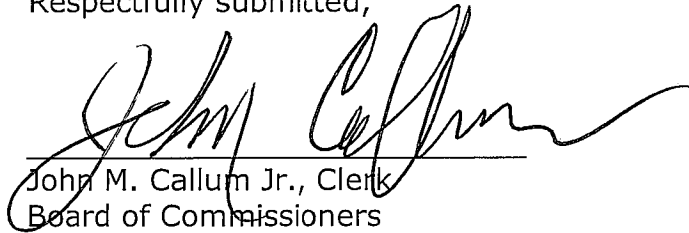
**5:20 Motion: to come out of Executive Session. Made by: Nelson. Seconded by: Callum Jr. Voice vote: All in favor.**

**5:21 Motion: to accept the pay increase proposal as outlined by Superintendent of Corrections, for payroll period beginning 2/27/2011, with the understanding - affected personnel will not be receiving any pay increases to be outlined in FY12**

**budget. Made by: Barrette. Seconded by: Callum Jr. Voice  
vote: All in favor.**

**5:22 Motion: to adjourn the meeting. Made by: Barrette. Seconded  
by: Callum Jr. Voice vote: All in favor.**

Respectfully submitted,



John M. Callum Jr., Clerk  
Board of Commissioners

JC/s.c.

Date minutes approved: March 22, 2011



**Tuesday February 15, 2011, 3 PM**

**Sullivan County NH, Board of Commissioners  
Regular Business Meeting  
AGENDA – 2<sup>nd</sup> Revision**

**Meeting Location: Unity County Complex – Frank Smith Living Room**  
Sullivan County Health Care Facility, 5 Nursing Home Drive, Unity NH 03743

- |                   |    |                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3:00 PM – 3:20 PM | 1. | Sullivan County Health Care Administrator's Report, <i>Ted Purdy</i> <ul style="list-style-type: none"><li>a. Census</li><li>b. Staffing</li></ul>                                                                                                                                                                                                                      |
| 3:20 PM – 3:40 PM | 2. | DOC Superintendent's Report, <i>Ross. L. Cunningham</i> <ul style="list-style-type: none"><li>a. Video Visitation Overview</li><li>b. Program Overview</li><li>c. Dartmouth/Inmate Project "Telling My Story" DVD trailer</li><li>d. Discuss scheduling a Criminal Justice Coordinating Committee Meeting</li><li>e. Staffing Update</li><li>f. Inmate Census</li></ul> |
| 3:40 PM – 3:55 PM | 3. | Sheriff's Office Report, <i>Michael Prozzo</i> <ul style="list-style-type: none"><li>a. Highway Safety Grant Update</li></ul>                                                                                                                                                                                                                                           |
| 3:55 PM – 4:15 PM | 4. | County Administrator's Report <ul style="list-style-type: none"><li>b. FY '12 Budget Update</li><li>c. Air conditioning RFP review</li><li>d. CDFA CDBG 07-410-CDED Wainshall Mills Project Close Out Update</li><li>e. Review of State Request for Changes on Court Lease</li></ul>                                                                                    |
| 4:15 PM – 4:30 PM | 5. | Commissioners' Report                                                                                                                                                                                                                                                                                                                                                   |
| 4:30 PM – 4:45 PM | 6. | Public Participation                                                                                                                                                                                                                                                                                                                                                    |
| 4:45 PM – 4:50 PM | 7. | Meeting Minutes Review <ul style="list-style-type: none"><li>a. February 1, 2010 Public Meeting Minutes</li></ul>                                                                                                                                                                                                                                                       |
| 4:50 PM – 5:05 PM | 8. | Probable Executive Session Per RSA 91-A:3.II.a. – Employee Compensation Discussion                                                                                                                                                                                                                                                                                      |
| 5:05 PM           | 9. | Adjourn meeting                                                                                                                                                                                                                                                                                                                                                         |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



January 2011

MEDICARE							
	Jan 2010 Compare	Jan 2010 AVG CENSUS	Jan 2011 Actual	Jan 2011 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	467	15	213	7	341	11	-128
REVENUE	\$235,899.32		\$109,063.09		\$167,090.00		-\$58,026.91
AVERAGE RATE PER DAY	\$505.14		\$512.03		\$490.00		\$22.03

PRIVATE							
	Jan 2010 Compare	Jan 2010 AVG CENSUS	Jan 2011 Actual	Jan 2011 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	723	23	638	21	620	20	18
REVENUE	\$155,565.00		\$149,930.00		\$145,700.00		\$4,230.00
AVERAGE RATE PER DAY	\$215.17		\$235.00		\$235.00		\$0.00

MEDICAID							
	Jan 2010 Compare	Jan 2010 AVG CENSUS	Jan 2011 Actual	Jan 2011 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3,332	107	3,639	117	3,410	110	229
REVENUE	\$470,178.52		\$524,563.22		\$463,555.40		\$61,007.82
AVERAGE RATE PER DAY	\$141.11		\$144.15		\$135.94		\$8.21

HCBC (RESPITE)							
	Jan 2010 Compare	Jan 2010 AVG CENSUS	Jan 2011 Actual	Jan 2011 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	0	0		0	0
REVENUE	\$0.00		\$0.00		\$424.66		-\$424.66
AVERAGE RATE PER DAY	\$0.00		\$0.00		\$0.00		\$0.00

MANAGED CARE							
	Jan 2010 Compare	Jan 2010 AVG CENSUS	Jan 2011 Actual	Jan 2011 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	0	0	0	0	0
REVENUE	\$0.00		\$0.00		\$0.00		\$0.00
AVERAGE RATE PER DAY	#DIV/0!		\$0.00		\$0.00		\$0.00

	Jan 2010 Compare		Jan 2011 Actual		0		
TOTAL CENSUS	4,522		4,490		\$0.00		
AVERAGE CENSUS		145.9		144.8	0	141.0	

MEDICARE B REVENUE							
	ACTUAL		Jan 2011 Actual		BUDGETED		VARIANCE
	\$22,089.45		\$37,590.32		\$37,369.88		\$220.44

TOTAL MONTHLY REVENUE VARIANCE

\$7,007

Revenue Review thru 01/01/2011

	Annual Budget	215 Days YTD budget	YTD	Variance	
Medicaid	5,457,991	3,214,981	3,367,326	152,345	
Private	1,715,500	1,010,500	1,028,549	18,049	
Insurance	15,000	8,836	23,283	14,447	
Respite (HCBC)	5,000	2,945	1,749	(1,196)	
Medicaid Assessment	1,826,825	913,413	985,926	72,513	Paid quarterly (two payment made)
ARRA	300,000	75,000	162,143	87,143	Paid quarterly (1 payment rec'd for 1qtr FY11)
Medicare Part B (Total)	440,000	259,178	308,964	49,786	
Medicare Part A	1,967,350	1,158,850	785,476	(373,374)	
Proshare	475,000			-	Paid at end of FY
Net Variance from Operations				19,713	
Net Variance without ARRA				(67,430)	
Misc Income	10,000	5,890	19,937	14,046	
Laundry	85,000	50,068	38,682	(11,386)	
Cafeteria	15,000	8,836	9,347	511	
Meals	339,164	199,782	197,841	(1,941)	
YTD Variance		6,908,278	6,929,222	20,944	
	12,651,830				

A3

Sullivan County Nursing Home  
Quarterly Resident Census

Resident Census - FY 11

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-10	4836	3457	79.69%	588	13.55%	280	6.45%	11	0.25%	0	0.00%	2	0.05%	4338	89.70%
Aug-10	4836	3485	78.86%	585	13.24%	349	7.90%	0	0.00%	0	0.00%	0	0.00%	4419	91.38%
Sep-10	4680	3489	81.90%	586	13.76%	183	4.30%	0	0.00%	2	0.05%	3	0.07%	4260	91.03%
1ST QUARTER	14,352	10,431	80.13%	1,759	13.51%	812	6.24%	11	0.08%	2	0.02%	5	0.04%	13,017	89.70%
Oct-10	4836	3555	80.47%	682	15.44%	178	4.03%	0	0.00%	0	0.00%	3	0.07%	4418	91.36%
Nov-10	4680	3478	81.45%	604	14.15%	186	4.36%	0	0.00%	0	0.00%	2	0.05%	4270	91.24%
Dec-10	4836	3576	81.38%	627	14.27%	188	4.28%	0	0.00%	0	0.00%	3	0.07%	4394	90.86%
2ND QUARTER	14,352	10,609	81.10%	1,913	14.62%	552	4.24%	0	0.00%	0	0.00%	8	0.06%	13,082	91.15%
Jan-11	4836	3638	81.02%	638	14.21%	213	4.74%	0	0.00%	0	0.00%	1	0.02%	4490	92.85%
Feb-11	4368	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Mar-11	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
3RD QUARTER	14,040	3,638	81.02%	638	14.21%	213	4.74%	0	0.00%	0	0.00%	0	#DIV/0!	0	0.00%
Apr-11	4680	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
May-11	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Jun-11	4680	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
4TH QUARTER	14,196	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
FY 11 TOTAL	56,940	24,678	80.68%	4,310	14.09%	1,577	5.16%	11	0.04%	2	0.01%	14	0.05%	30,589	53.72%
YTD AVG.		114.8		20.0		7.3		0.1		0.0		0.1		142.3	

Avg  
Census

141.5

142.2

144.8 1 mth

0.0

Resident Census - FY 10

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPITE		CARE		DAYS		FILLED	
Jul-09	4836	3299	80.09%	617	14.98%	203	4.93%	0	0.00%	0	0.00%	0	0.00%	4119	85.17%
Aug-09	4836	3220	77.40%	748	17.98%	192	4.62%	0	0.00%	0	0.00%	0	0.00%	4160	86.02%
Sep-09	4680	3153	75.50%	705	16.88%	296	7.09%	22	0.53%	0	0.00%	0	0.00%	4145	88.78%
1ST QUARTER	14,352	9,672	77.46%	2,070	16.62%	691	5.55%	22	0.18%	0	0.00%	0	0.00%	12,455	86.78%
Oct-09	4836	3263	75.65%	746	17.30%	304	7.05%	0	0.00%	0	0.00%	0	0.00%	4313	89.19%
Nov-09	4680	3220	77.03%	696	16.65%	264	6.32%	0	0.00%	0	0.00%	0	0.00%	4180	89.32%
Dec-09	4836	3453	78.42%	669	15.19%	281	6.38%	0	0.00%	0	0.00%	0	0.00%	4403	91.05%
2ND QUARTER	14,352	9,936	77.05%	2,113	16.38%	849	6.58%	0	0.00%	0	0.00%	0	0.00%	12,896	89.85%
Jan-10	4836	3464	76.60%	590	13.05%	467	10.33%	0	0.00%	0	0.00%	1	0.02%	4522	93.51%
Feb-10	4368	3209	79.06%	575	14.17%	262	6.45%	0	0.00%	12	0.30%	1	0.02%	4059	92.93%
Mar-10	4836	3491	79.34%	684	15.55%	222	5.05%	0	0.00%	2	0.05%	1	0.02%	4400	90.98%
3RD QUARTER	14,040	10,164	78.30%	1,649	14.24%	951	7.33%	0	0.00%	14	0.11%	1	0.02%	12,981	92.45%
Apr-10	4680	3447	80.39%	651	15.18%	185	4.31%	0	0.00%	4	0.09%	1	0.02%	4288	91.62%
May-10	4836	3540	79.98%	707	15.97%	178	4.02%	0	0.00%	0	0.00%	1	0.02%	4426	91.52%
Jun-10	4680	3448	79.80%	641	14.83%	226	5.23%	5	0.12%	0	0.00%	1	0.02%	4321	92.33%
4TH QUARTER	14,196	10,435	80.05%	1,999	15.33%	889	6.52%	5	0.04%	4	0.03%	3	0.02%	13,035	91.82%
FY 10 TOTAL	56,940	40,207	78.27%	8,029	15.63%	3,080	6.00%	27	0.05%	18	0.04%	6	0.01%	51,367	90.21%
YTD AVG.		110.2		22.0		8.4		0.1		0.0				140.7	

Avg  
Census

135.4

140.2

144.2

143.2

A4

**Medicare Length of Stay Analysis**  
Sullivan County Health Care (SC)

Page 1 of 1  
2/14/2011 5:25 PM  
AR7400A

	Jan 2011	Dec 2010	Nov 2010	Oct 2010	Sep 2010	Aug 2010	Jul 2010	Jun 2010	May 2010	Apr 2010	Mar 2010	Feb 2010	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	13	10	11	6	5	8	12	8	5	10	10	15	113	13
MCR # Admits & Readmits	8	7	6	6	3	4	9	5	4	5	6	9	72	8
MCR # Discharges from facility	6	3	2		1	1	6		3	2	5	5	34	6
MCR Discharged LOS	18.8	15.0	10.0		93.0	26.0	28.7		17.3	29.5	47.8	38.2	29.7	18.8
MCR # End or A/R Change	1	6	4	2	8	5	2	1	3	2	8	4	46	1
MCR End or A/R Change LOS	49.0	40.7	36.0	21.5	54.8	45.0	72.0	71.0	50.0	68.0	41.9	35.5	46.1	49.0
Total Average MCR LOS	23.1	32.1	27.3	21.5	59.0	41.8	39.5	71.0	33.7	48.8	44.2	37.0	39.1	23.1
Total MCR Days	213	188	186	178	183	349	280	226	178	185	222	262	2650	213
Rehab RUGs	188	150	178	175	173	273	259	210	161	166	185	258	2376	188
% of Total MCR Days	91%	87%	100%	98%	95%	78%	93%	93%	90%	90%	83%	98%	91%	91%
Non-Rehab RUGs	19	14		3	10	76	21	16	17	19	37	4	236	19
% of Total MCR Days	9%	8%		2%	5%	22%	8%	7%	10%	10%	17%	2%	9%	9%
Default Days		8											8	
% of Total MCR Days		5%												
A ADL (low dependency)	139	72	61	77	18	52	34	1	27	41	22	22	566	139
% of Total MCR Days	67%	44%	34%	43%	10%	15%	12%		15%	22%	10%	8%	22%	67%
B ADL (medium dependency)	49	57	30	3	80	136	102	113	80	56	121	160	987	49
% of Total MCR Days	24%	35%	17%	2%	44%	39%	36%	50%	45%	30%	55%	61%	38%	24%
C ADL (high dependency)	19	35	87	98	85	161	144	112	71	88	79	80	1059	19
% of Total MCR Days	9%	21%	49%	55%	46%	46%	51%	50%	40%	48%	36%	31%	41%	9%
Medicare Net Revenue	\$ 109,063	\$ 98,337	\$ 111,366	\$ 99,462	\$ 88,338	\$ 156,215	\$ 138,829	\$ 119,738	\$ 90,105	\$ 87,042	\$ 109,087	\$ 135,601	\$ 1,343,183	\$ 109,063

<b>January 2011</b>						
<b>Admission/Discharge Summary</b>						
			<b>Admissions</b>	<b>Discharges</b>		
HCB	Home		0	0		
MCD	Assisted Living					
	Expired					
	Home			1		
	Hospital		2	2		
	Nursing Home					
		MCD Total	2	3		
MRA	Assisted Living					
	Expired			2		
	Home		1	2		
	Hospital		7	2		
	Nursing Home					
		MRA Total	8	6		
PVT	Assisted Living					
	Expired					
	Home					
	Hospital		2	1		
	Nursing Home					
		PVT Total	2	1		
		<b>TOTALS</b>	12	10		

A.6

FY 2011 YTD						
<b>Admission/Discharge Summary</b>						
			<b>Admissions</b>	<b>Discharges</b>		
HCB	Home		1	1		
			1	1		
MCD	Assisted Living		2			
	Expired			9		
	Home		1	3		
	Hospital		9	17		
	Nursing Home		1			
		MCD Total	13	29		
MRA	Assisted Living					
	Expired			6		
	Home		1	9		
	Hospital		40	6		
	Nursing Home		2			
		MRA Total	43	21		
PVT	Assisted Living					
	Expired			3		
	Home		2	1		
	Hospital		3	4		
	Nursing Home		1			
		PVT Total	6	8		
		<b>TOTALS</b>	<b>63</b>	<b>59</b>		

**Month-end Aged Analysis**  
Sullivan County Health Care (SC)  
*For the Month of Jan, 2011*

Resident (Res #)(Discharge Date)														
Type Balance	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Balance
Aged Analysis Summary														
HCB													1,504.00-	1,504.00-
INS	14,804.21	6,715.12	874.76-	426.91	7,132.38	14,685.62	5,807.91	15,302.39	2,942.62	4,000.70	1,818.30	3,794.04-	62,153.24	131,120.60
MCD	431,094.29	3,120.56	10,010.64	4,920.97	635.74	2,441.16-	490.03		2,153.25		2,055.69	0.10	58,465.69	510,495.70
MCP														
MRA	92,224.59	6,015.19	20,170.18	2.54	381.64	0.59	0.11-	0.01	0.03	0.43-	0.27-	0.62-	17,142.68	135,936.12
MRB	30,071.57	1,689.43	2,034.41	1,246.29	1,708.39	661.06	21.64-	586.41	1,137.84	0.12-	1.78-		68,661.85	107,773.71
MRX	4,103.50	8,559.00	3,144.50	412.60-		1,579.01-	9.00-	1,109.25-	1,123.66-	3,025.00-	412.50-	687.50	59,682.90	68,506.58
MXA	4,709.44	6,051.13	575.00	223.64	265.88-	205.93-	994.43	1,158.87	468.59	113.72-	224.18-	685.91	26,024.80	40,082.10
MXB	32,487.82	38,318.18	35,866.75	24,464.15	21,750.00	26,206.50	31,671.50	20,452.02	20,716.76	14,154.34	6,839.23	7,195.40	97,842.11	378,142.76
PVT	4,828.81	3,421.17	6,675.57	2,081.74	9,055.55	3,246.20	2,995.29	1,669.51	2,702.53	1,550.00	2,909.84	1,648.13	23,151.96-	19,832.38
RES													375.00-	375.00-
PHC													800.00	800.00
HST														
PIN														
HSR														
Totals:	614,304.23	73,887.78	77,802.29	32,953.74	40,397.82	40,573.87	42,128.41	38,059.86	28,998.06	16,565.77	12,984.33	6,622.48	365,732.21	1,390,810.95
	44.17%	5.31%	5.58%	2.37%	2.90%	2.92%	3.03%	2.74%	2.08%	1.19%	0.93%	0.48%	26.30%	100.00%

## Video Visitation Policy

All inmate non-contact video visitation will be held at our New Community Corrections Reception Center located at 103 County Farm Rd. Unity, NH.

All Visitations are by appointment only. Appointments will be scheduled by the inmate one day in advance on a first come, first serve basis. It is the responsibility of the inmate to contact and notify his/her visitors of the schedule date/time and visiting reference number.

Visitation is a privilege, not a right.

The visitors have to be an approved visitor on the inmate visiting list.

Video Visiting hours are Tuesdays and Fridays for female inmates housed in Unit 2 from 7:50 am until 9:20 pm, Wednesdays and Saturdays for male inmates housed in Unit 1 from 7:50 am until 9:20 pm, and Sundays from 9:00 am until 8:10 pm for male inmates housed in Unit 3. There will be no visits during chow times between 11:10 am – 12:35pm and 4:15 pm – 6:00 pm.

Other blocks of time that there will be no visits will be added (i.e. CCC visits, aftercare groups)

Visitation will be one hour in length. Inmates housed in the House of Corrections (Units 1, 2, and 3) may have the opportunity to receive up to two, one hour visits per week.

Each inmate is permitted to have up to three visitors at one time this includes children and infants.

Inmates who are housed in the Community Corrections Center that display poor behavior, failure to follow the rules or programming requirements may lose their privilege to contact visits and only be allowed video visitation.

All visitors under the age of 18 must be accompanied by an adult who will be required to sit in the Reception Center along with the under aged visitor. Unaccompanied minors will not be permitted in the Reception Center.

Visitors are required to park in the visitors marked parking area on the left side of the main entrance of the Community Corrections Center (CCC) or the top parking lot between the Nursing Home and the CCC.

Visitors under the age of 18 who are married to a facility inmate must provide a valid marriage certificate prior to the start of the visitation session.



Visitors must properly identify themselves upon arriving at the Reception Center. Visitors must present a valid government issued photo ID indicating the date of their birth. Acceptable forms of identification include;

- Valid Driver's License

- Valid passport with photo attached

- Governmental agency issued photo identification

- Any license or identification issued by governmental agencies with a photograph encased or sealed in plastic

Identification that appears to be altered, modified, or is invalid will not be accepted.

All visits are monitored and are subject to being recorded.

Visitors may arrive no earlier than 15 minutes before the start of their scheduled visitation.

Visitors who leave the Reception Center building before their session is over will not be permitted to re-enter.

Visitors must be appropriately dressed to include shirt and shoes. Appropriate undergarments are required, but should not be visible. Clothing which unduly exposes the shoulders, chest, back, stomach, midriff and upper thigh is not allowed.

Transparent or spandex clothing designed or intended to be worn to excessively accent the body will not be permitted. Other prohibited garments include: hats and head coverings, tank tops, halter or tube style tops, spandex leggings or tights, shorts or skirts above mid-thigh, and any clothing with derogatory or offensive slogans or pictures. Requests to remove religious head coverings for a visual check and electronic wand search will be done with discretion and in privacy. A visitor's refusal to these checks will result in the visitor not being allowed into the visitation area.

Visitation staff will determine attire appropriateness.

A visitor who demonstrates inappropriate conduct while visiting, or on the premises of, The Sullivan County Department of Corrections facility will be permanently banned from any future visitation. Inappropriate conduct shall be defined as:

- Exposure of sexual organs (to include female breasts)
- Obvious physical impairment caused by drugs and/or alcohol
- Any other action that could compromise the security or orderly operation of the facility.

Car keys and wallets are the only personal items allowed into the Reception Center. All other items should remain in the visitors' vehicle, for those utilizing public transportation secure lockers are provided.

Visitors with infants and small children may bring one baby bottle/one diaper/baby

wipes/and a blanket. A hand carried baby carrier will also be permitted, NO strollers will be allowed.

All children must be supervised so as to not interfere with other visitors. It is the visitor's responsibility to monitor their behavior. Adults of unruly children will be asked to leave with their child and the visitation session will be cancelled. Repeat behavioral problems will result in suspension from visitation privileges.

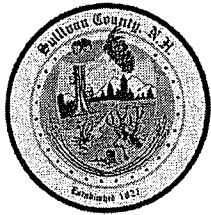
CELL PHONES ARE NOT PERMITTED IN THE RECEPTION CENTER. Visitors in possession with a cell phone will be asked to leave and have future visits suspended.

Visitors are expected to be courteous to other visitors. Loud talking, excessive emotionalism, or any other type of disruptive behavior will not be permitted in the Reception Center. Failure to comply will result in termination of the session and result in suspension of future visits.

If you experience a problem with the audio or video reception during your visit, please notify staff immediately. DO NOT ATTEMPT TO ADJUST THE PICTURE OR SOUND YOURSELF.

Upon the conclusion of your visitation session you are to leave the Reception Center. Loitering in the building/parking lot or on the property will not be permitted.

Failure to follow any of the above rules may cause suspension or revocation of visitation privileges.



# Sullivan County Department Of Corrections

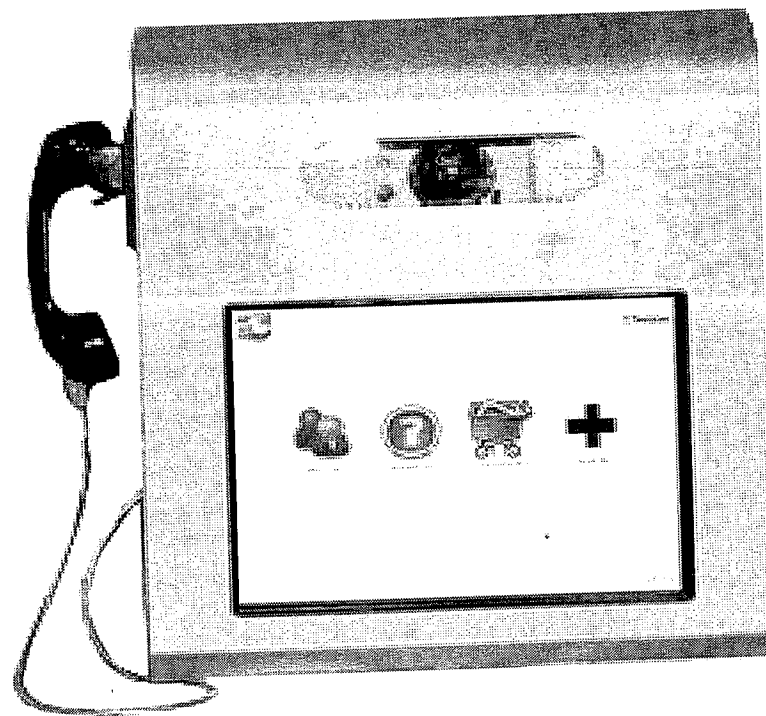
# Video Visitation

- **Historically, the corrections system has been driven by manpower. But now, technological advances are allowing organizations to break with that tradition by replacing manual operations with automated, technology-driven solutions**
- **Video visitation promotes increased safety and increased productivity. Public traffic in a facility is reduced – as is the resulting potential for contraband. The greatly reduced need for inmate moves (and associated transportation costs) also maximizes efficiency. Video visitation has become a proven way for correctional facilities to do far more with less, all the while improving quality of life for inmates.**

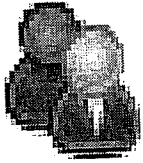
## **Primonics TeleVisits Terminals**

### **Single Handset Terminal Features:**

Hardened metal casing  
Vandal-proof touch screen  
Integrated HD video  
Integrated audio  
Integrated lighting

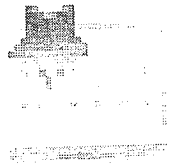


# User and System Management



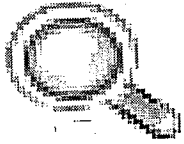
- User management of the video communications process including point-to-point connection, scheduling, security, user identification, user management, as well as system usage auditing, reporting, and billing, is achieved through a simple yet powerful Internet browser based interface.

# Scheduler



- Inmate video visits are set up through an automated smart scheduling system which can be integrated with our Spillman Jail Management System.
- In the future, approved and authorized users such as attorneys and probation officers can request a video visit from their computer. The scheduler identifies the inmate's housing location and automatically schedules a block of time on a terminal at that location. The housing unit Corrections Officer advises the inmate of the pending visit

# Inmate Information Lookup



- In order to reduce the volume of inmate information requests to Corrections Officers in a housing area, the TeleVisit system can provide basic information to inmates. Following the Correctional Administrator's approval, information such as next court date, commissary balance, and bail amount, can be made available to inmates via the application on the touch screen terminals.



# Sick Call



- With this module enabled, all inmate housing area TeleVisit terminals can be used to place sick calls. The inmate sick call process becomes more efficient as electronic sick-call slips are forwarded to designated clinics or nursing stations in the Correctional Facility. Medical staff can easily evaluate complaints or concerns and take appropriate action for triage priority

# Telechat



- The Telechat module allows internal users such as attorneys, probation officers, and jail administrators, to securely communicate with each other using their computers. Telechat provides both video/audio chat capabilities as well as text chat.

**Our system is designed for expansion of the system to support related applications, including but not limited to:**

- Public Defender Video Consultation
- Private Attorney Video Consultation
- District Attorney's Office
- Additional Jail locations
- Video Arraignment
- Video Interrogation
- Telemedicine
- Video Education

## **The TeleVisit system will allow our facility to save money through:**

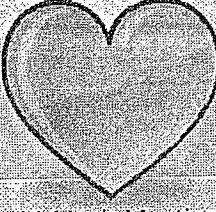
- The organizations can easily schedule, automate, manage and report on their visitation procedures, human resources are freed-up for more productive tasks. This is where video visitation has the power to materially affect an organization's ability to do more with less – maximizing dwindling budgets while improving operations.
- Savings associated with a reduction in contraband flows and the increased safety and security of staff and inmates.

- The service enables the public (e.g., family) to conduct visitations with an inmate without having to travel to the facility. This service functions with your facility's visitation policies, allowing you to apply necessary restrictions. This service is accessed from the Internet and the enrollment, scheduling, etc. are done via the web. Visitors are charged on a pay per use basis

# Video Visitation

***PROVIDES A SAFER, MORE EFFICIENT, REDUCED  
RISK ENVIRONMENT FOR VISITORS, INMATES  
AND JAIL PERSONNEL.***

# Community Corrections Program Schedule 2/14/11-2/20/11

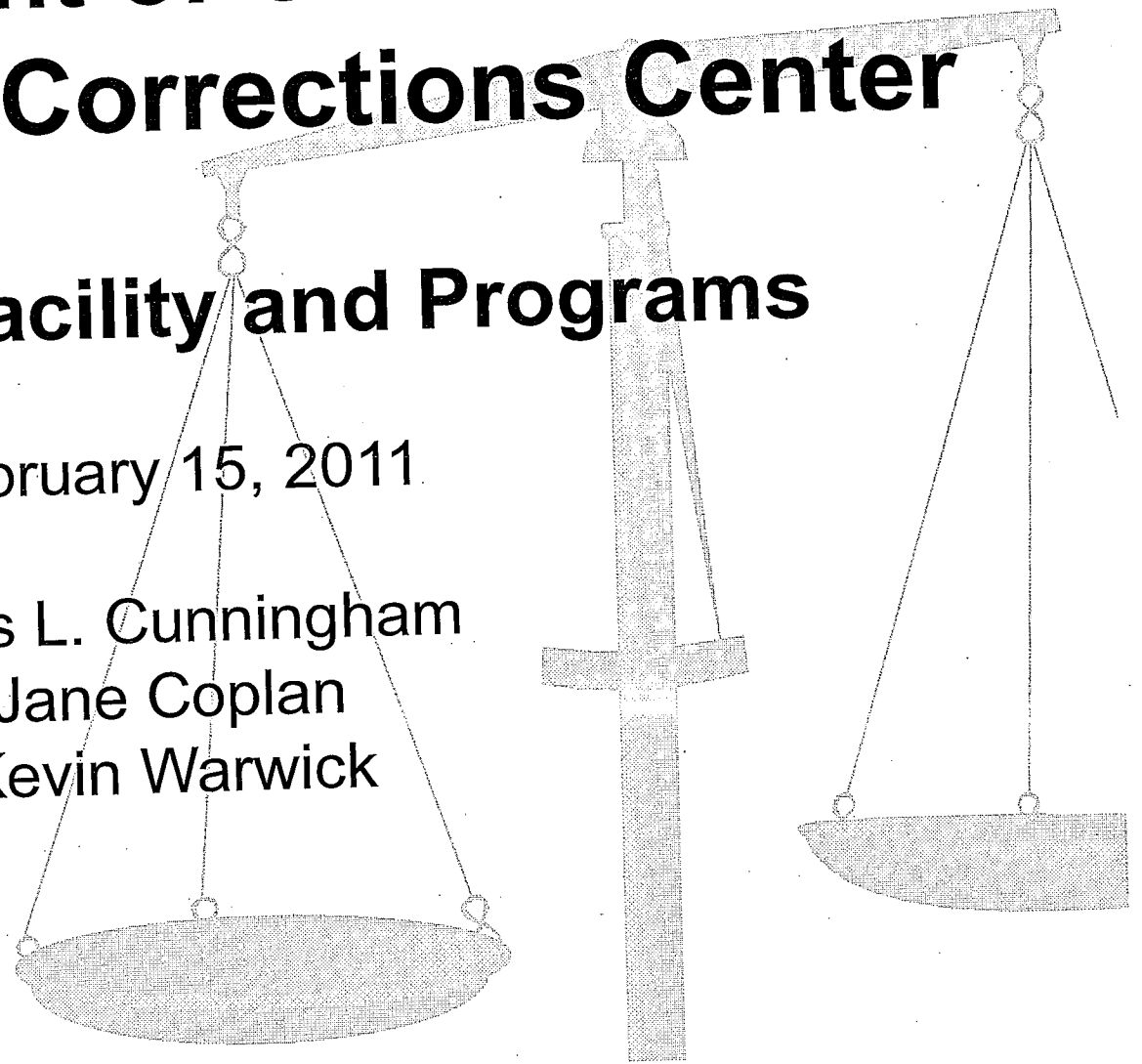
MEN	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 - 8:00	Breakfast/ House Jobs	Breakfast/ House Jobs	Breakfast/ House Jobs	Breakfast/ House Jobs	Breakfast/ House Jobs	Breakfast/ House Jobs	Breakfast/ House Jobs
8:00 - 9:00	Sick Call/Medical	Sick Call/Medical	Sick Call/Medical	Sick Call/Medical	Sick Call/Medical	Sick Call/Medical	Sick Call/Medical
9:00-10:00	Comm Mtg/Current Events	New Directions	GED Classes (9:00 - 10:30)	Assignment	Wellness Class	Study Time	Study Time
10:15-11:45	Restorative Justice	Anger Management	Stress Management	New Directions	New Directions	Study Time	Study Time
11:45am-1pm	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-2:00	Video	New Directions	New Directions	New Directions assignment	New Directions	Unit Recreation	Unit Recreation
2:00 - 2:45	Break	Break	Break	Break	Break	Break	Break
2:45-4:00	Thinking for a Change	Thinking for a Change	Positive Mental Attitude	Men's Group	Starting Out	Study Time	Study Time
4:00-6:00	Dinner/Study Time	Dinner/Study Time	Dinner/Study Time	Dinner/Study Time	Dinner/Study Time	Dinner/Study Time	Dinner/Study Time
6:00-7:00		Self Help Group	AA Meeting (Todd) 6:30 - 7:30 PM	AA Meeting (Guy O)	Self Help Group	Self Help Group	Self Help Group
7:00 - 8:00	AA Men's Meeting Night	Self Help Group	Visits	Bible Study (Moe & Diane) 6pm-7pm	Self Help Group	Self Help Group	Self Help Group

# **Sullivan County Department of Corrections Community Corrections Center**

## **Review of Facility and Programs**

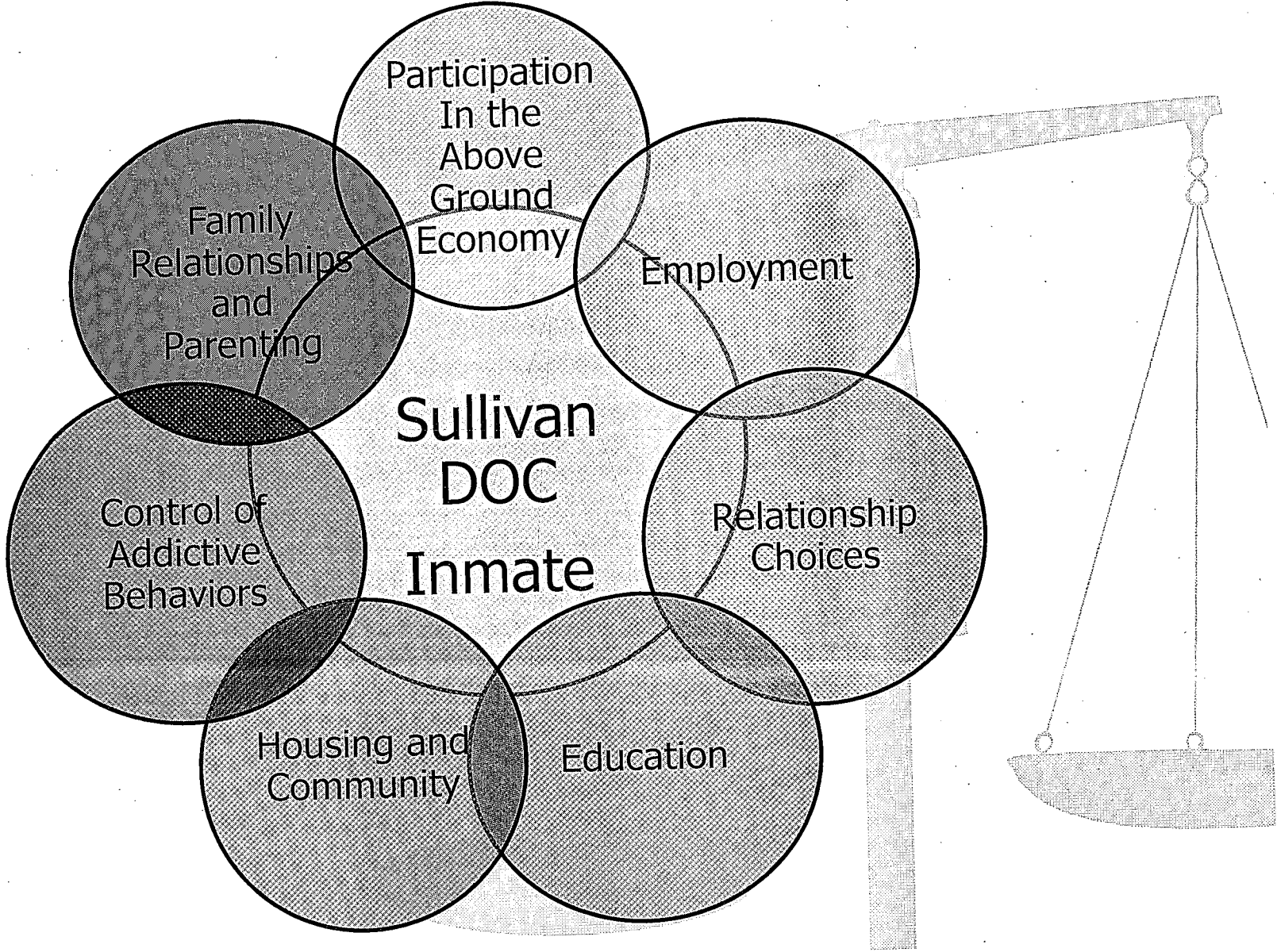
February 15, 2011

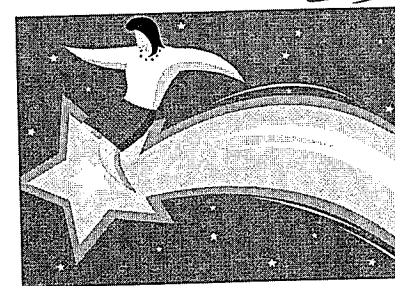
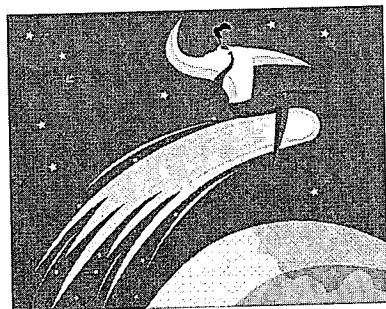
Ross L. Cunningham  
Jane Coplan  
Kevin Warwick





# CRIMINOGENIC NEEDS FOR REINTEGRATION





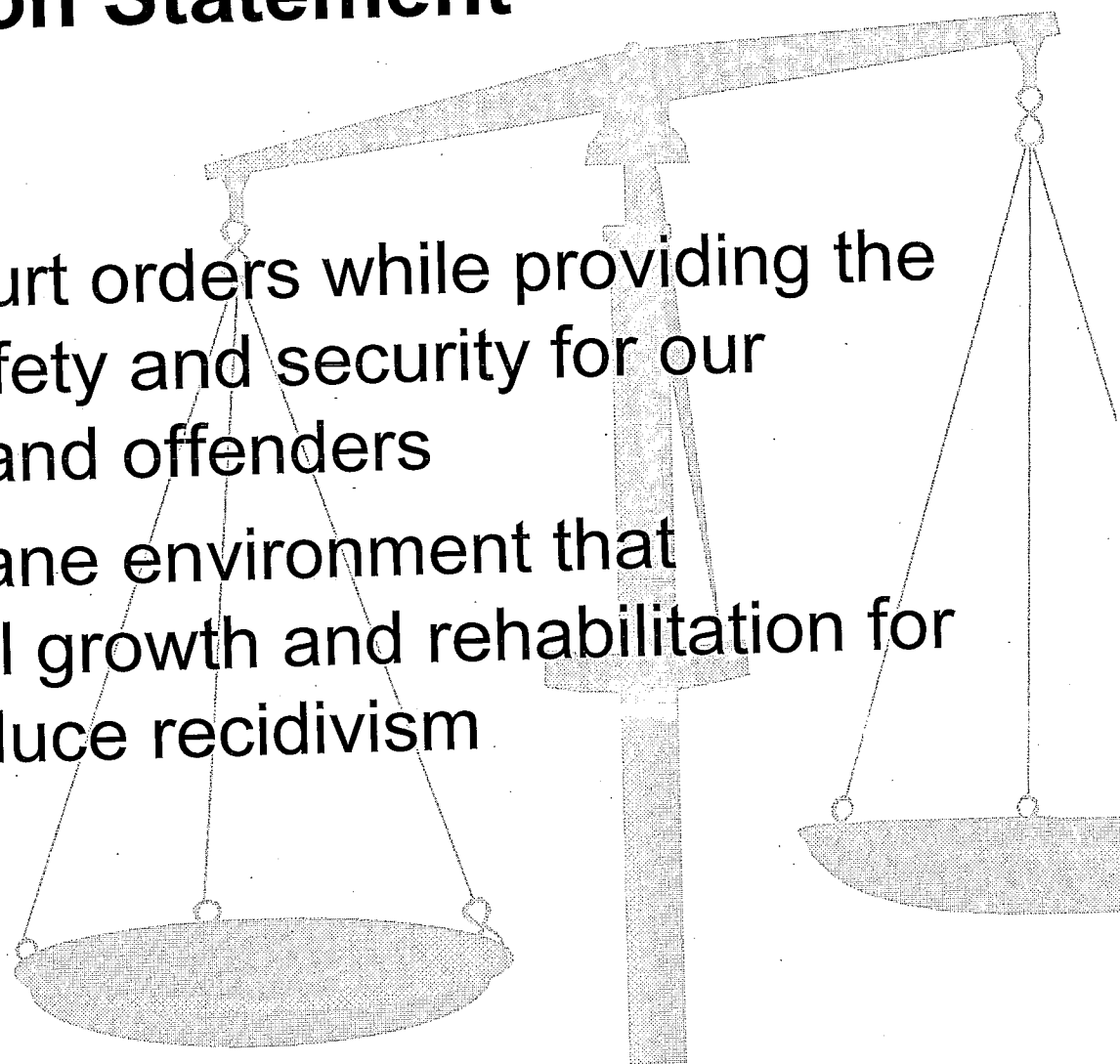
E3

# SCDOC

## Mission Statement

**Our mission is.....**

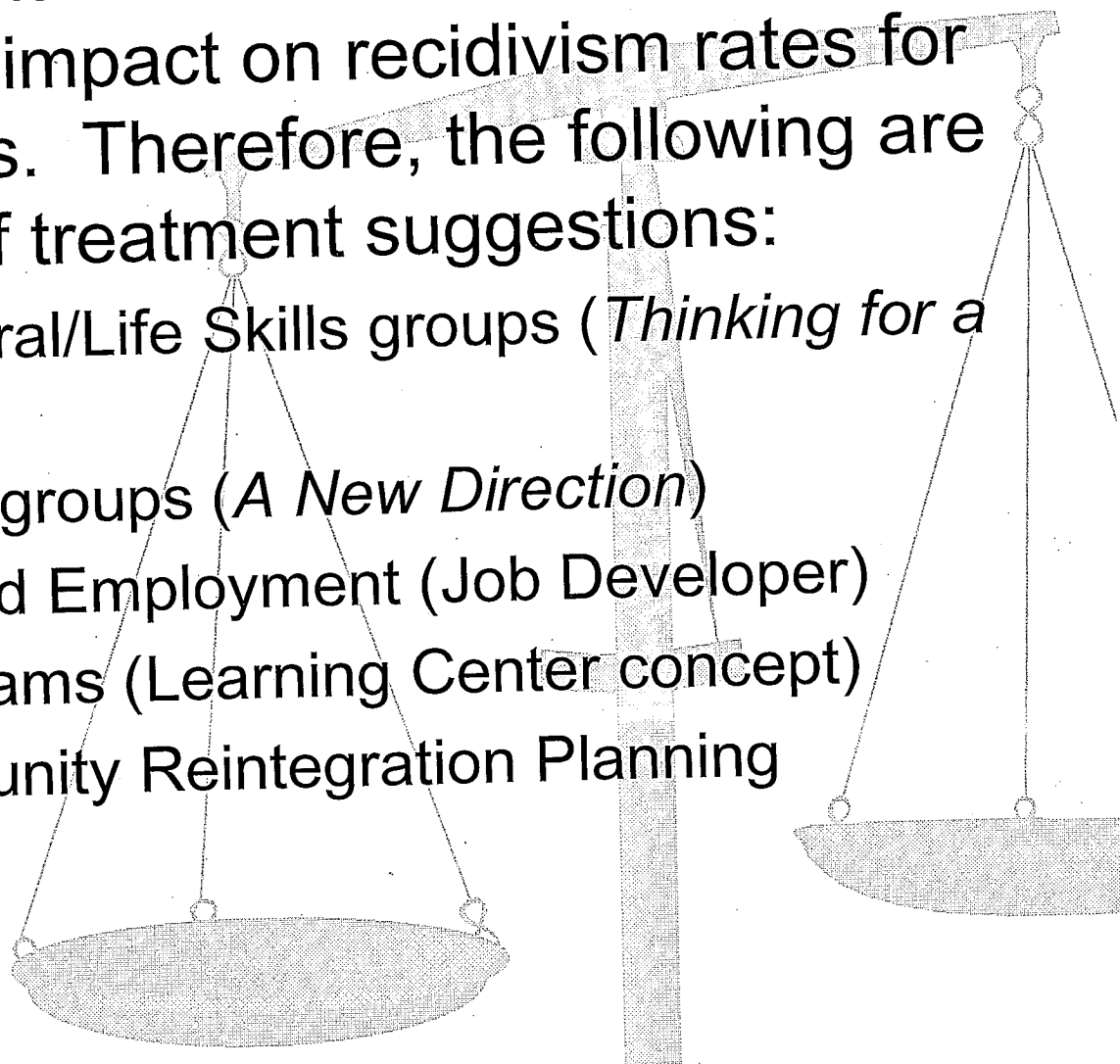
- To execute the court orders while providing the highest level of safety and security for our community, staff, and offenders
- To provide a humane environment that promotes personal growth and rehabilitation for the offender to reduce recidivism



# Evidenced-Based Programming

Research shows that certain areas of treatment show the greatest impact on recidivism rates for inmate populations. Therefore, the following are five major areas of treatment suggestions:

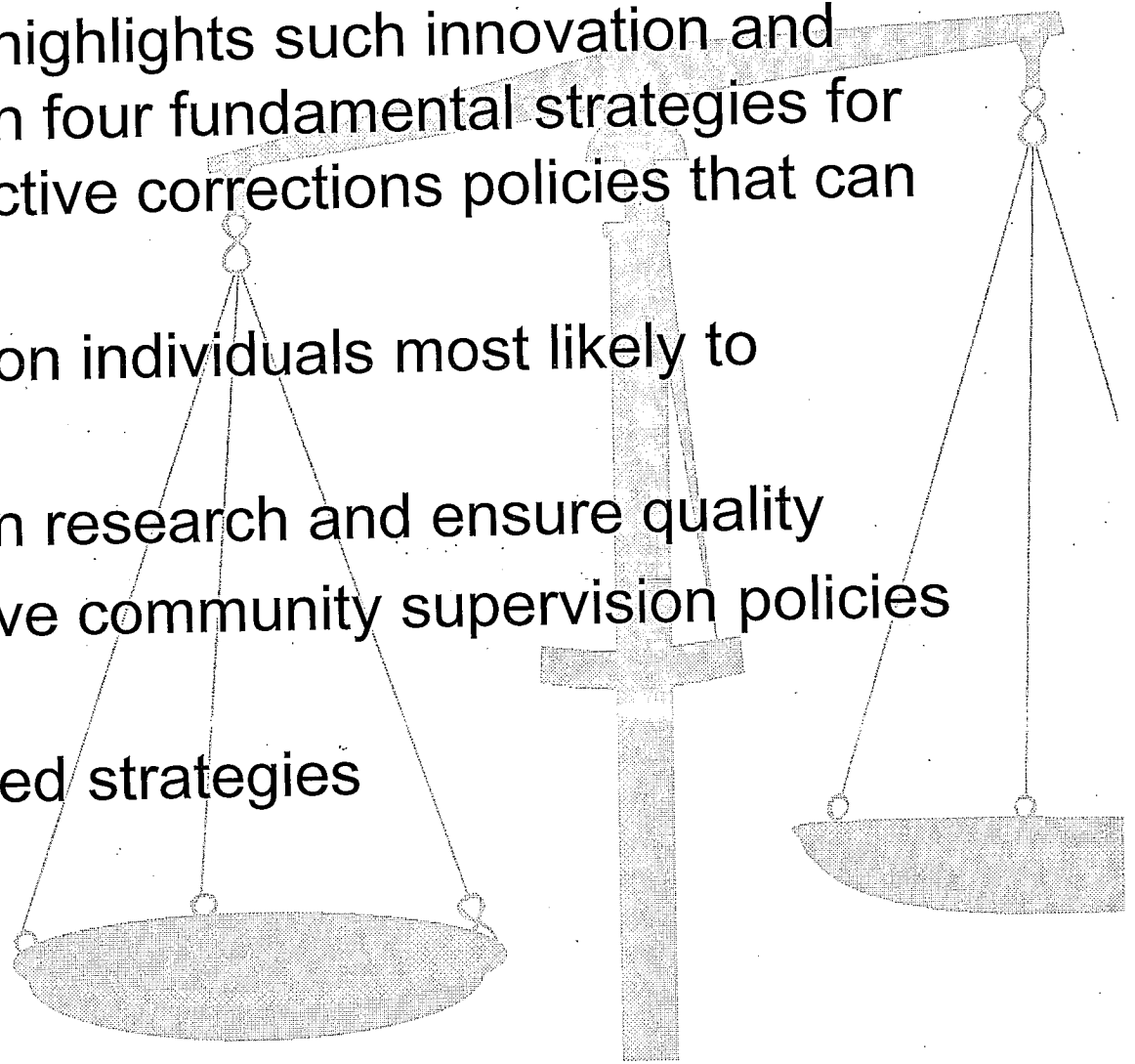
1. Cognitive Behavioral/Life Skills groups (*Thinking for a Change*)
2. Substance Abuse groups (*A New Direction*)
3. Job Readiness and Employment (Job Developer)
4. Educational programs (Learning Center concept)
5. Housing & Community Reintegration Planning



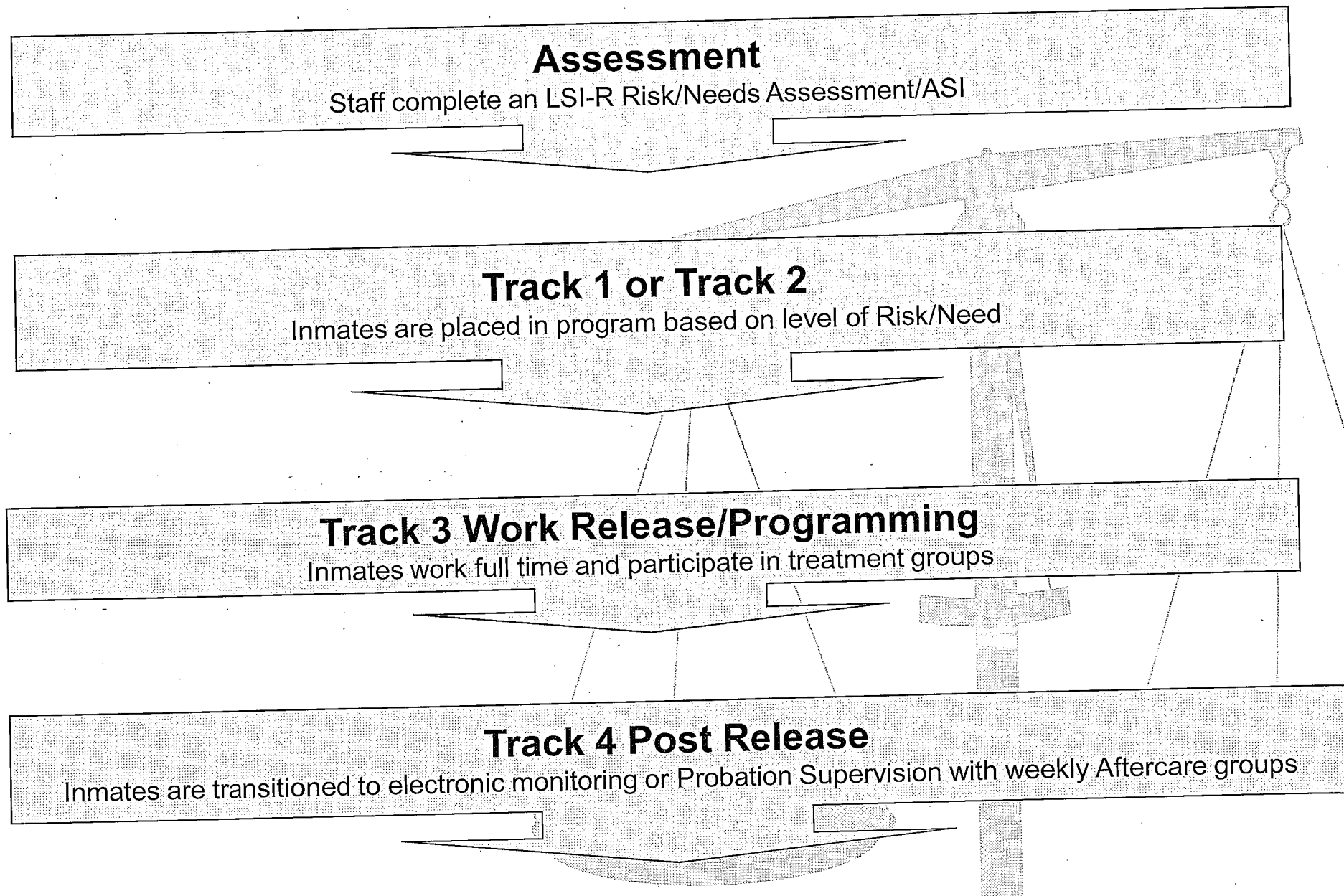
# Council of State Government Report

The report released highlights such innovation and research, focusing on four fundamental strategies for developing cost-effective corrections policies that can reduce recidivism:

- Focus resources on individuals most likely to reoffend
- Base programs on research and ensure quality
- Implement effective community supervision policies and practices
- Apply placed-based strategies

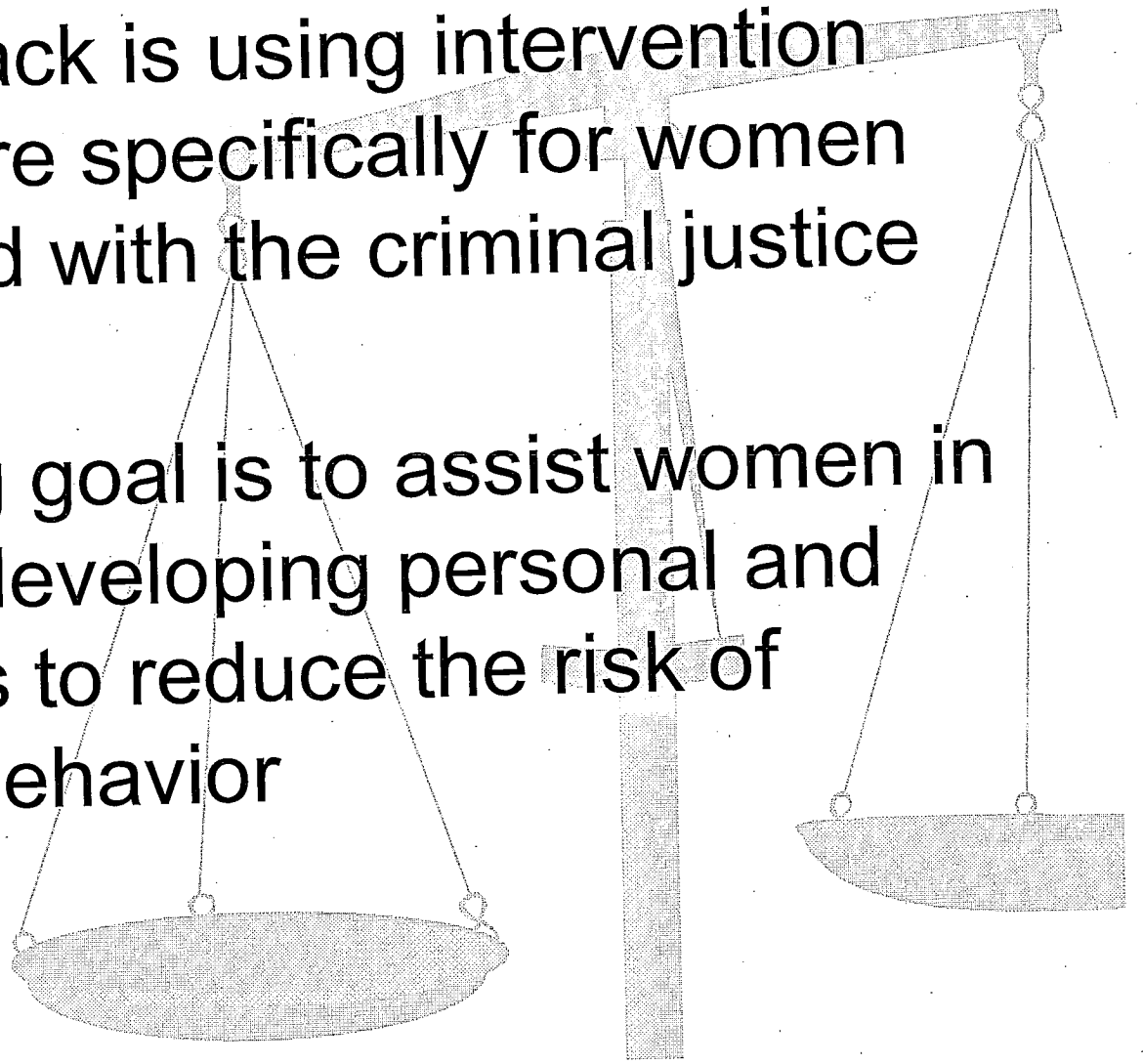


# Sullivan County Treatment Flow



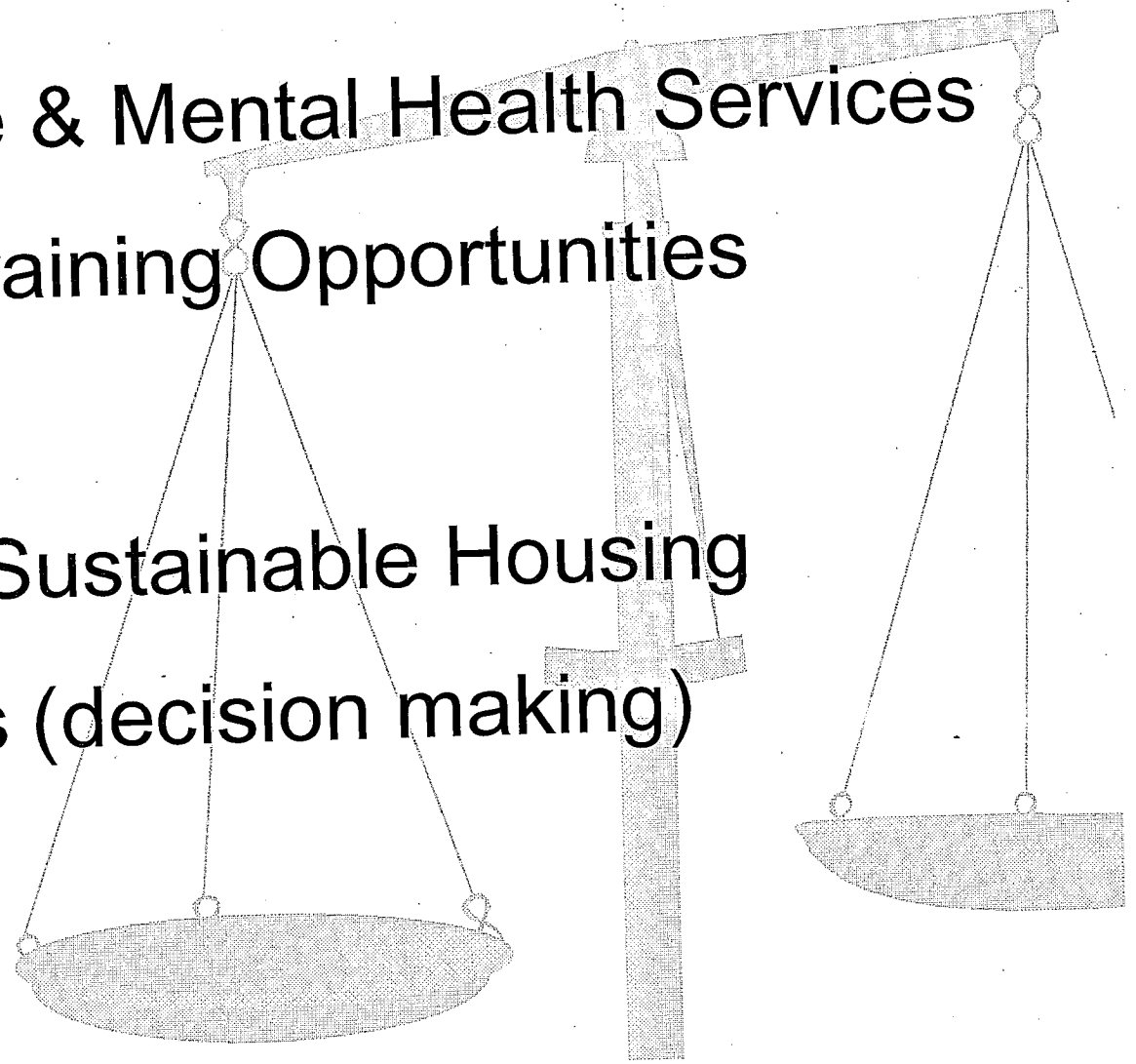
# Women's Programming

- The women's track is using intervention programs that are specifically for women who are involved with the criminal justice system
- The overarching goal is to assist women in mobilizing and developing personal and social resources to reduce the risk of future criminal behavior



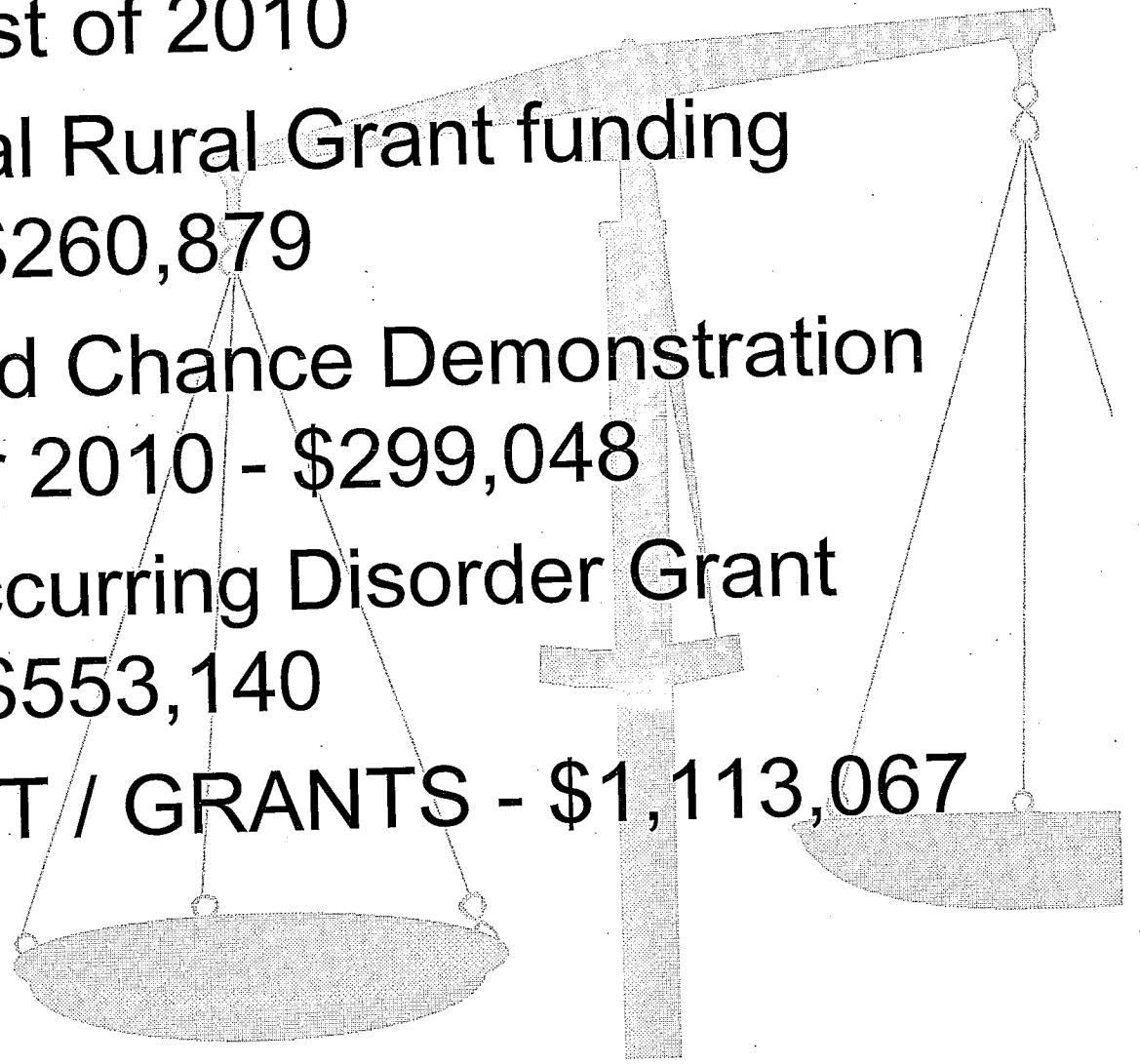
# Targeted Interventions

- Substance Abuse & Mental Health Services
- Employment & Training Opportunities
- Education
- Connection with Sustainable Housing
- Cognitive Groups (decision making)



# Community Corrections Center

- Opened in August of 2010
- Received Federal Rural Grant funding  
October 2009 - \$260,879
- Received Second Chance Demonstration  
Grant in October 2010 - \$299,048
- Received Co-Occurring Disorder Grant  
October 2010 - \$553,140
- **TOTAL AMOUNT / GRANTS - \$1,113,067**





# Sullivan DOC Performance Measures

- **Public Safety Indicators and Outcomes**

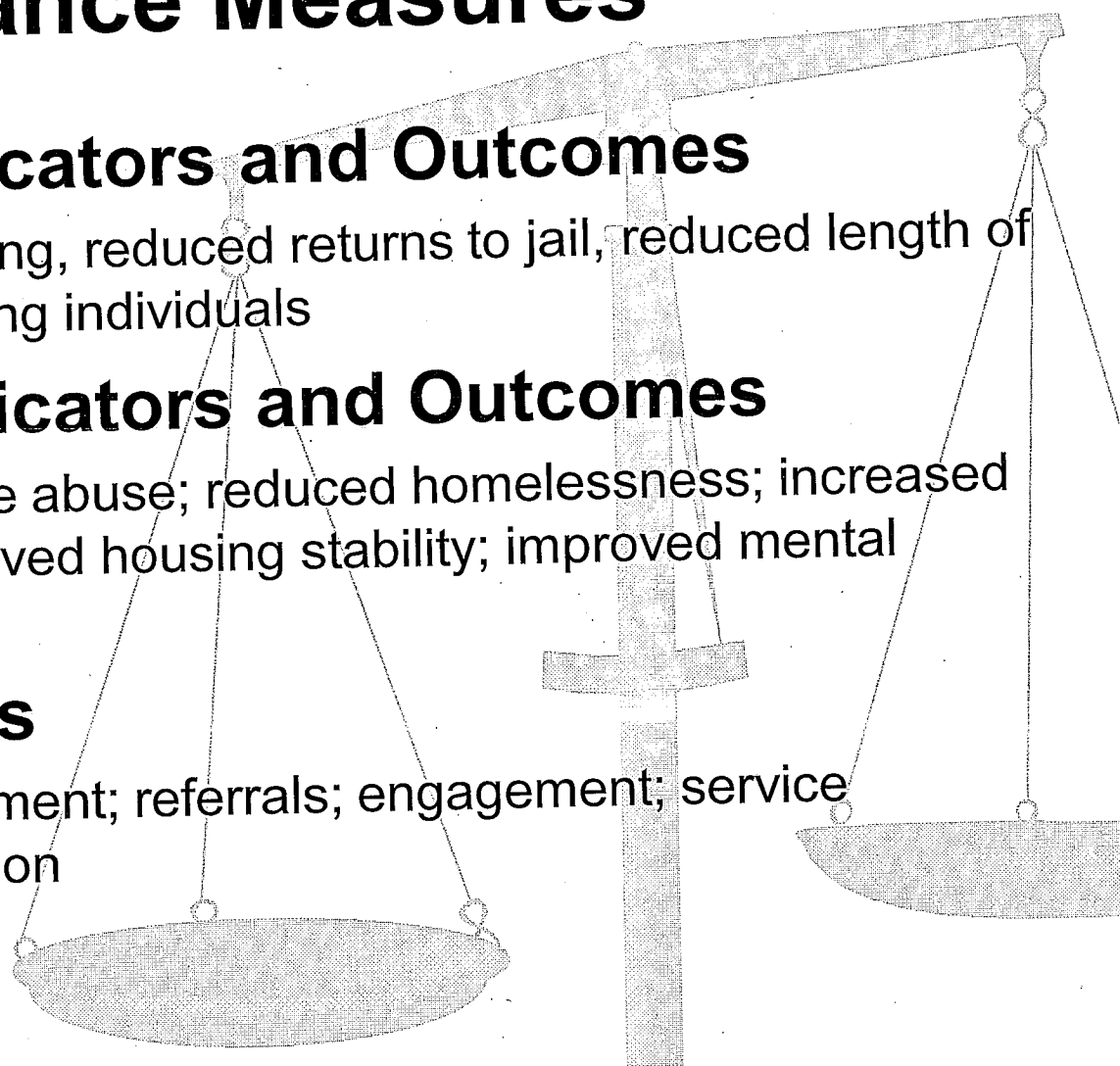
- Reduced re-offending, reduced returns to jail, reduced length of jail stays for returning individuals

- **Reintegration Indicators and Outcomes**

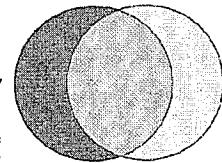
- Reduced substance abuse; reduced homelessness; increased employment; improved housing stability; improved mental health/health

- **Process Measures**

- Screening; assessment; referrals; engagement; service utilization; completion

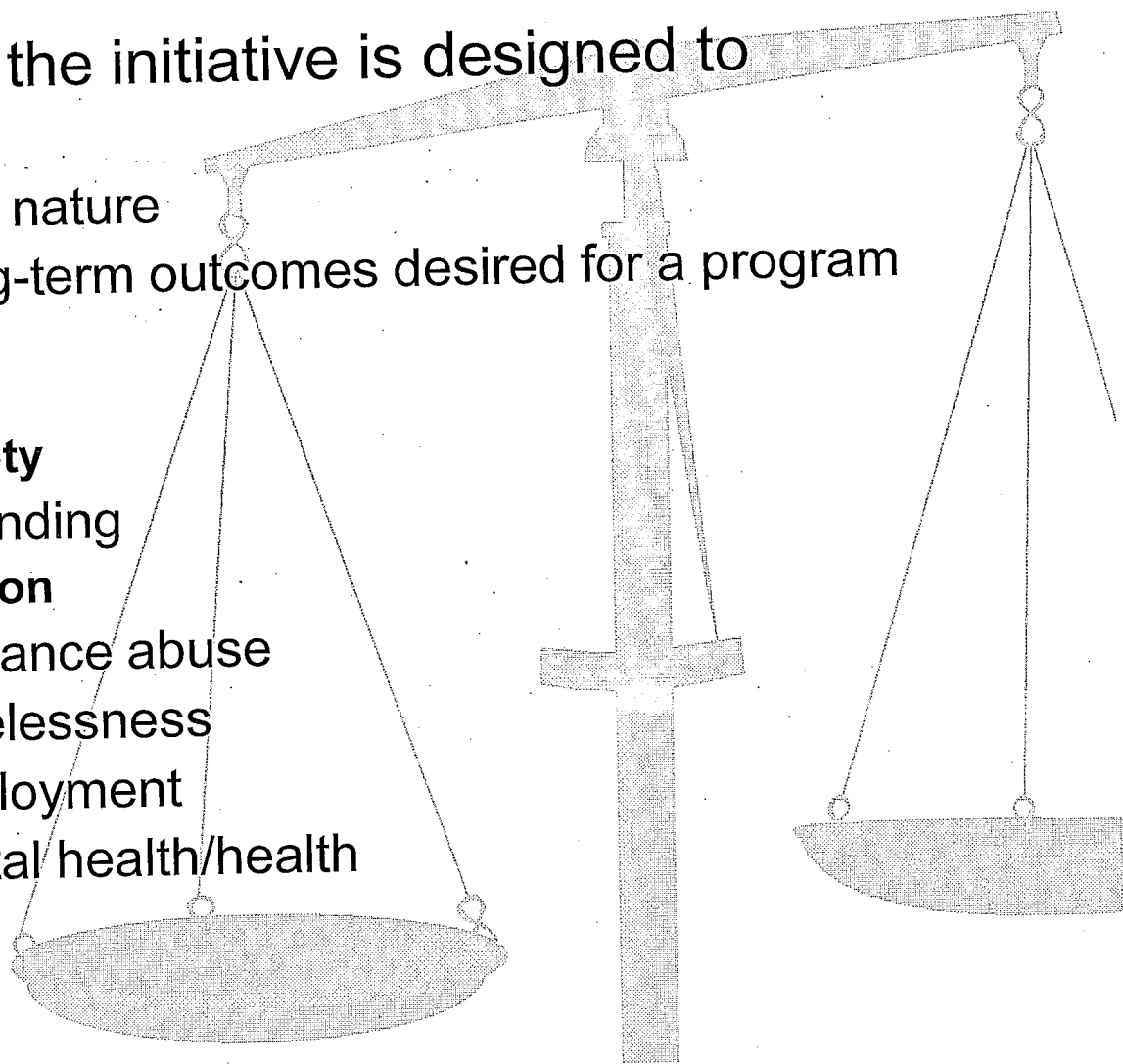


The  
Transition from Jail to Community  
Project



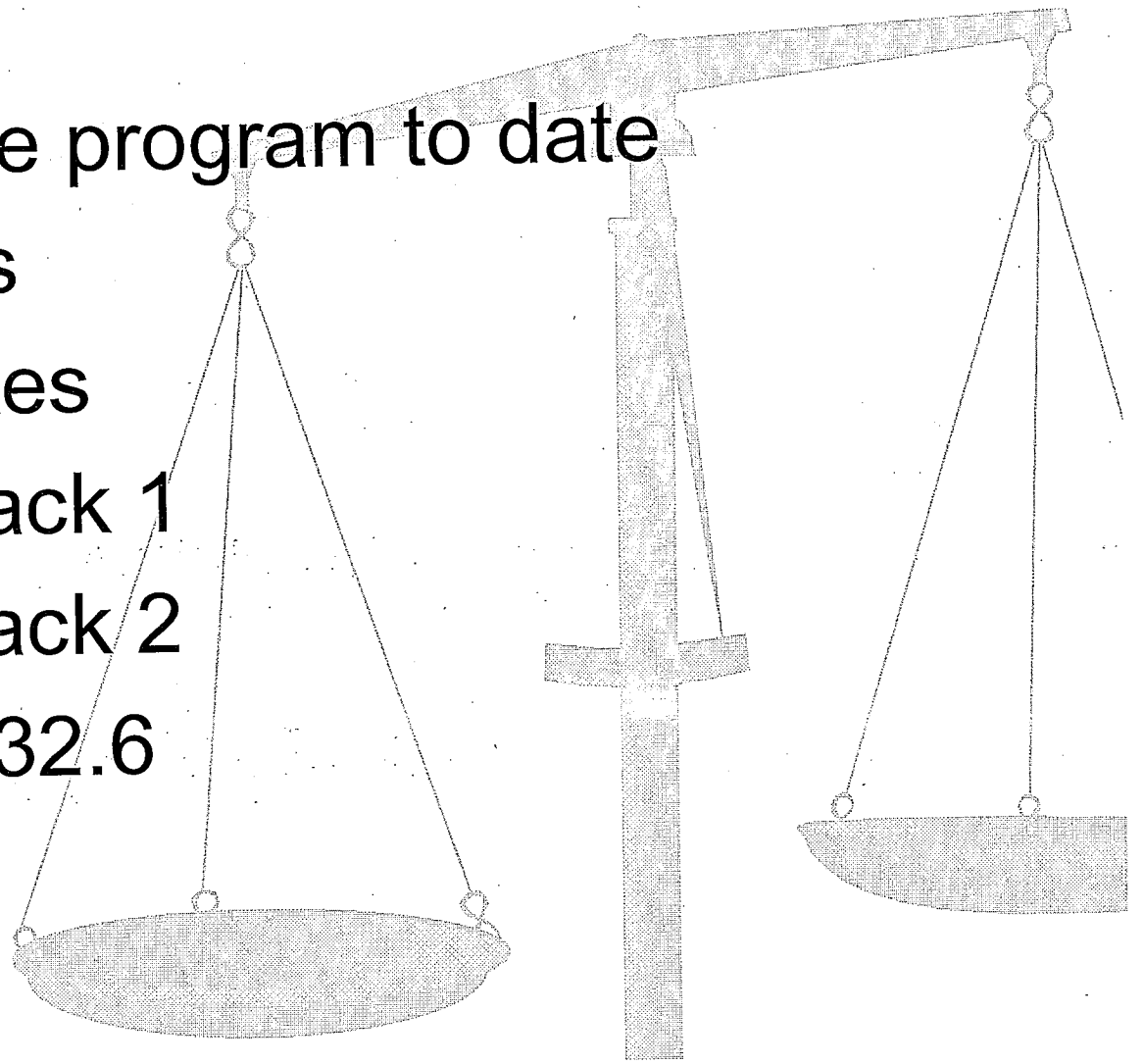
# Specifying Goals and Objectives

- **Goals** represent what the initiative is designed to achieve:
  - Typically general in nature
  - Specifically the long-term outcomes desired for a program
- **Goals**
  - **Improve Public Safety**
    - Reduce re-offending
  - **Improve Reintegration**
    - Reduced substance abuse
    - Reduced homelessness
    - Increased employment
    - Improved mental health/health



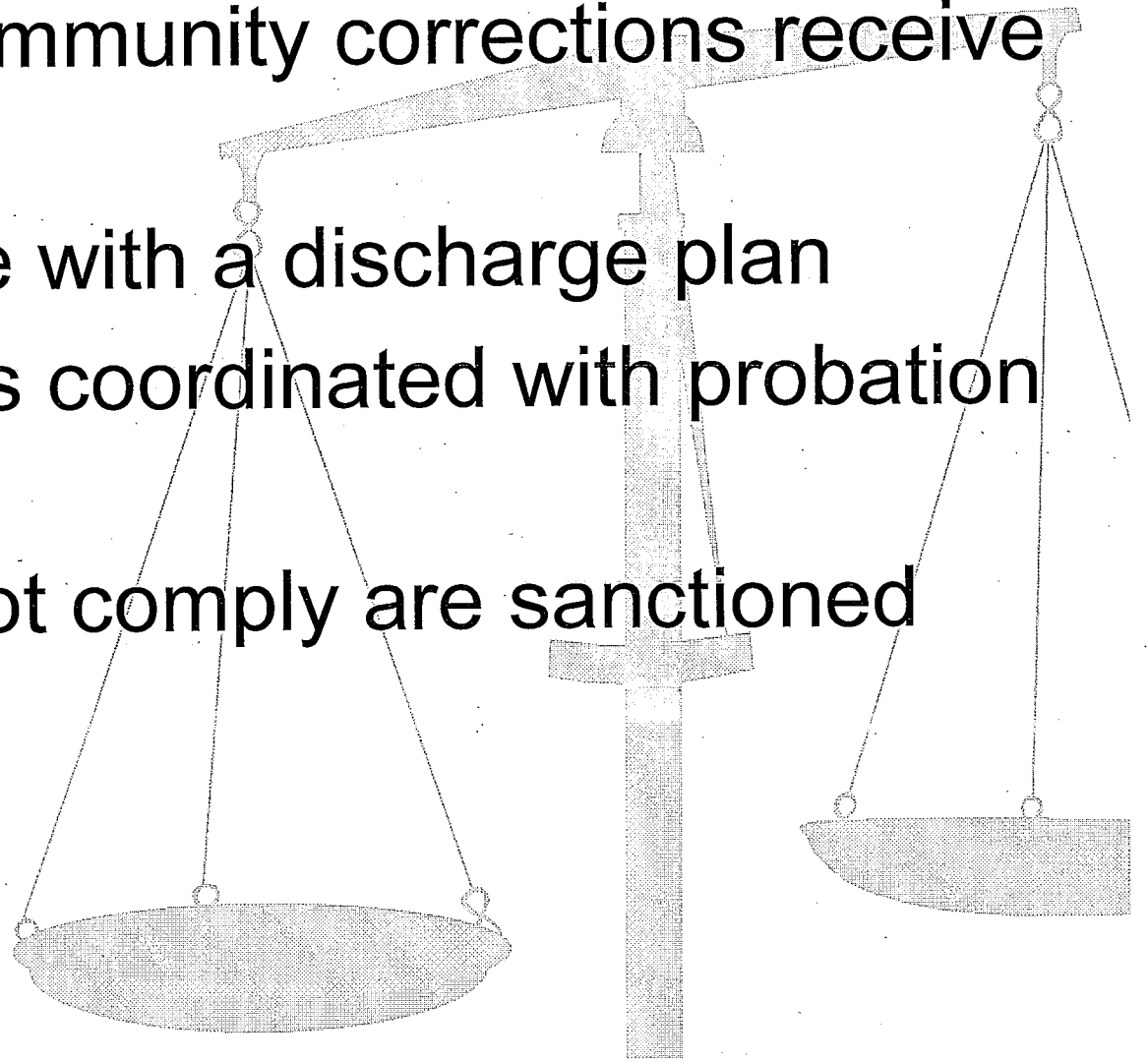
# Some Initial Program Statistics

- 77 inmates in the program to date
- 55 male inmates
- 22 female inmates
- 53 inmates in track 1
- 24 inmates in track 2
- Average age is 32.6



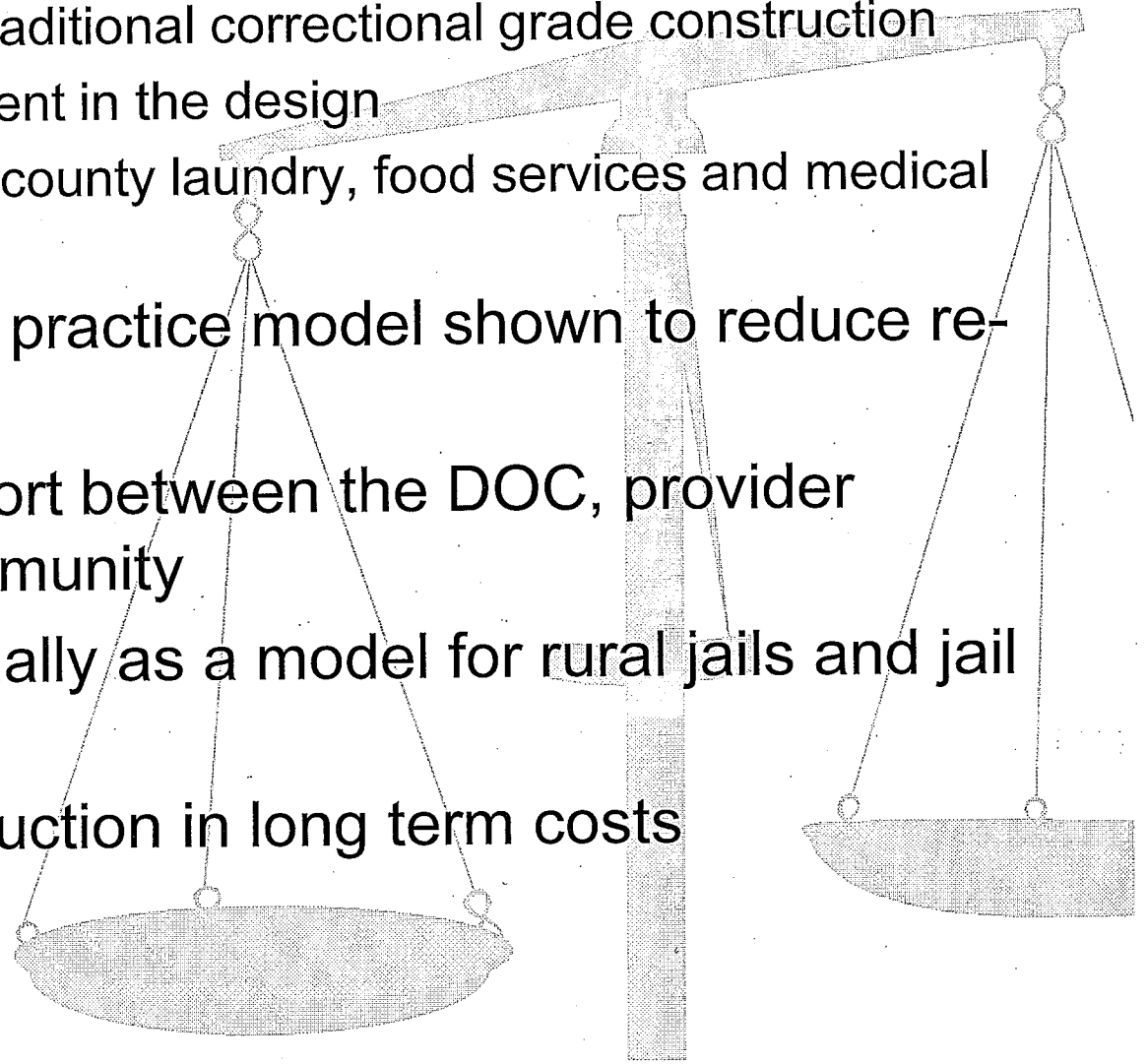
# Key Program Activities

- All inmates in community corrections receive treatment
- All inmates leave with a discharge plan
- Discharge plan is coordinated with probation and providers
- Those who do not comply are sanctioned



# Benefits

- Building construction has been a very cost effective approach because:
  - It is less costly than traditional correctional grade construction
  - It incorporates treatment in the design
  - All services including county laundry, food services and medical are in one location
- The program is a best practice model shown to reduce re-incarceration rates
- It is a collaborative effort between the DOC, provider agencies and the community
- Being looked at nationally as a model for rural jails and jail reentry
- This model shows reduction in long term costs





Sullivan County Department of Corrections  
103 County Farm Rd  
Claremont, NH 03743

Intra-Department Memorandum

From: Sergeant D. Gokey  
Subject: Daily Report  
To: Superintendent Ross L. Cunningham

Date: February 15, 2011  
At: Classification Department

**POPULATION DATA:**

House of Corrections	Pre-Trial Inmates	Protective Custody
Male - 50	Male - 12	Male - 0
Female - 18	Female - 4	Female - 0

**Total In-House Population: 84**

In-House Population on 02/15/2010 - 55

**Unit Breakdown (included in the above count):**

Unit 1 - 15	Male Flex - 15	Female Flex - 4
Unit 2 - 8	Male Treatment - 15	Female Treatment - 7
Unit 3 - 12	Male Work Release - 4	Female Work Release - 3
OBS - 1		

**Jail Total: 36**

**CCC Total: 48**

**CENSUS DATA:**

Home Confinement/EM	Merrimack County	Cheshire County	Carroll County	
Male - 2	Male - 2	Male - 3	Male - 2	
Female - 2	Female - 0	Female - 2	Female - 0	
<b>Strafford County</b>	<b>Hillsborough County</b>	<b>NHSP/SPU</b>	<b>Grafton County</b>	<b>Weekender</b>
Male - 1	Male - 1	Male - 7	Male - 1	Male - 0
Female - 0	Female - 1 (In)	Female - 0	Female - 0	Female - 2

**Total Census Population: 108**

Census Population on 02/15/2010 - 98

*Individuals Housed at SCDOC for other Facilities:*

Cheshire County	Hillsborough County
Male - 1	Female - 1

**Pre-Trial Services Program - Total: 30**

Male - 23  
Female - 7

Ross Cunningham

From: Betsy Miller [bmiller@nhcounties.org]  
Sent: Monday, February 14, 2011 3:49 PM  
To: 'Cunningham, Ross'  
Subject: HB 115 as introduced plus a proposed amendment

(This bill plus the proposed amendment from the House Municipal and County Government Committee is coming to the House floor tomorrow or Wednesday. See the amendment following the bill.)

HB 115 - AS INTRODUCED

2011 SESSION

11-0425

04/01

HOUSE BILL 115

AN ACT relative to the temporary removal or transfer of prisoners from a county correctional facility.

SPONSORS: Rep. Ulery, Hills 27; Rep. Seidel, Hills 20; Rep. Welch, Rock 8

COMMITTEE: Municipal and County Government

ANALYSIS

This bill authorizes the superintendent of a county correctional facility to transfer a prisoner for public safety or emergency reasons without the approval of the county commissioners. The bill requires the county commissioners to review such transfer at their next regular meeting.

-----  
Explanation: Matter added to current law appears in *bold italics*.

Matter removed from current law appears [~~in brackets and struck through~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

11-0425

04/01

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Eleven*

AN ACT relative to the temporary removal or transfer of prisoners from a county correctional facility.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 County Departments of Corrections; Temporary Removal or Transfer. Amend RSA 30-B:21 to read as follows:

30-B:21 Temporary Removal or Transfer.

*I.(a) Any person confined in a county department of corrections facility may be transferred by the superintendent of the transferring county department of corrections to any other county department of corrections facility or to the county department of corrections in another county when such transfer is in the public interest and subject to the approval of the county commissioners of the county to which the transfer is planned for the purpose of facilitating work release or for other good cause shown.*

*(b) The superintendent may transfer a prisoner, without the approval of the county commissioners, if the superintendent determines the transfer is necessary for public safety or emergency reasons. The county commissioners shall review any such transfer at their next regular meeting. If the county commissioners reject the transfer, the prisoner shall be returned to the facility from which the prisoner came as soon as practicable.*

*II. The expense of transfer and maintenance shall be paid by the transferring county, unless waived by the receiving county department of corrections in accordance with a reciprocal or other arrangement between the counties involved. The superintendent of the transferring county department of corrections shall have custody over the prisoner during the transfer by a regular or specially authorized officer of that county. Upon admittance to the receiving facility, the prisoner shall be under the custody of the superintendent of the receiving county department of corrections. A prisoner shall have the right to contest any transfer under this section or to request a transfer by petition to the sentencing court. If a prisoner contests a transfer, the superintendent of the transferring county department of corrections may proceed with the transfer pending the outcome of the petition to the sentencing court.*

2 Effective Date. This act shall take effect 60 days after its passage.

#### **Amendment to HB 115**

#### **Proposed by the Committee on Municipal and County Government - C**

Amend the bill by inserting after section 1 the following and renumbering the original section 2 to read as 4:

2 Removal of Prisoners for Public Safety or Emergency Reasons or Because of Epidemic or Repairs to Facility. Amend RSA 30-B:22 to read as follows:

30-B:22 Removal of Prisoners *for Public Safety or Emergency Reasons or* Because of Epidemic or Repairs to Facility.

*I. Whenever the prevalence of disease, or the rebuilding or repairing of a correctional facility or for other cause, the [county commissioners] superintendent of the county department of corrections shall think it expedient that the prisoners be removed therefrom, the county commissioners may*



authorize the superintendent to remove the prisoners to some other facility in the same or another county location, there to be detained, in the same manner and by the same process as in the correctional facility from which they were so removed, until removed by similar process or discharged according to law.

***II. The superintendent may remove a prisoner, without the approval of the county commissioners, if the superintendent determines the removal is necessary for public safety or emergency reasons. The county commissioners shall review any such removal at their next regular meeting. If the county commissioners reject the removal, the prisoner shall be returned to the facility from which the prisoner came as soon as practicable.***

3 Department of Corrections; Powers and Duties of Commissioner. Amend RSA 21-H:8, VI to read as follows:

VI. The commissioner may enter into contracts with the state's counties, the governments of other states, and the federal government, and appropriate private agencies or facilities and make proper and necessary arrangements with them for the transfer and reception of inmates and allow transfers to state prisons of any person. Any person who is confined awaiting trial on a felony charge may be transferred to the state prison from the county correctional facility, upon the recommendation of the superintendent of the county department of corrections, and with the approval of the county commissioners of said county. ***The superintendent may transfer a prisoner, without the approval of the county commissioners, if the superintendent determines the transfer is necessary for public safety or emergency reasons. The county commissioners shall review any such transfer at their next regular meeting. If the county commissioners reject the transfer, the prisoner shall be returned to the facility from which the prisoner came as soon as practicable.***

2011-0109h

Betsy B. Miller  
Executive Director/Government Relations Counsel  
NH Association of Counties  
46 Donovan St., Suite 2  
Concord, NH 03301  
603-224-9222 (office)  
603-491-2058 (cell)  
bmiller@nhcounties.org

# **CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT**

## **For HSA Use Only**

State Of New Hampshire  
Highway Safety Agency  
78 Regional Drive, Building 2  
Concord, NH 03301-8530

Date Received	Project Number
Date Approved	PSP and Task # 10-03, 02

### Part I

1. Project Title Sullivan County Sheriff's Enforcement Patrols		2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation	
3. Applicant A. Name of Agency Sullivan County Sheriff's Department		B. Address of Agency PO Box 27, 14 Main Street Newport NH 03773	
C. Government Unit (Check One) <input type="checkbox"/> State <input type="checkbox"/> City/Town <input checked="" type="checkbox"/> County <input type="checkbox"/> Other (specify):		D. Name Address of Governmental Unit Sullivan County Sheriff's Department 14 Main Street, PO Box 27 Newport, NH 03773	
4. Contract Duration A. Contract Period Start Date: April 1, 2011 Termination Date: September 15, 2011		Functional Area SC - Speed Control CFDA# 20.600 Program Title State & Community Highway Safety Funding Source National Highway Traffic Safety Administratio	

### 6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds

Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services	\$4,484.70	\$4,484.70			
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$4,484.70	\$4,484.70			

### 7. Local Benefit:

It is anticipated that the federal share for local benefit will be: 100% (\$4,484.70)



JOINT APPROVAL  
OF  
HIGHWAY SAFETY PROJECT APPLICATION

TO: NH Highway Safety Agency  
78 Regional Drive, Building #2  
Concord, NH 03301-8530

Date: \_\_\_\_\_

This is to certify that the \_\_\_\_\_ Highway Safety Committee  
has reviewed the attached Federal Highway Safety Project Application and is aware of the contents  
of the application.

This further certifies that after due consideration by the Committee and the city/town officials that  
this project application represents a top priority need of the town or city for the period covered by the  
grant period.

X Bernie Nelson  
Chairman, Board of Selectmen or  
Other Authorizing Official

X \_\_\_\_\_  
Chairman, Highway Safety Committee

X M. J. Pappas  
Project Director

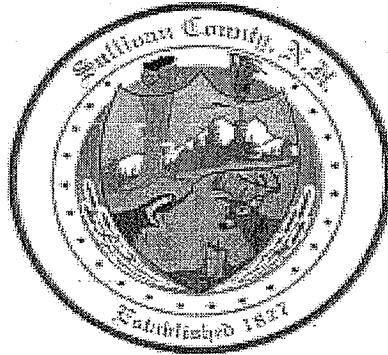
## Request For Proposals

**Sullivan County Commissioners  
Sullivan County Health Care  
Air Conditioning and Fresh Air Make Up Project  
5 Nursing Home Drive  
Unity, New Hampshire 03743**

The Sullivan County Board of Commissioners is seeking proposals from qualified Contractors to provide planning, preconstruction phase services and construction phase services for the design and installation of an air conditioning and fresh air make up system at Sullivan County Health Care, located at 5 Nursing Home Drive in Unity, NH

1. The project will be awarded in April 2011 with work to begin immediately after the award of the contract
2. A **mandatory** Pre-Proposal meeting and construction site walk-through inspection will be conducted on February 23, 2011 at 1:00 p.m. The location of the conference will be at the main entrance of Sullivan County Health Care, located at 5 Nursing Home Drive in Unity, NH
3. Sealed proposals for the proposed work must be mailed or hand delivered to **Sullivan County Commissioners Office, 14 Main St. Newport, NH 03743**, and received prior to **4:00 p.m., March 21, 2011**. The primary contact for this project is John Cressy, Director of Facilities for Sullivan County. Mr. Cressy may be reached at 603 542-9511 Ext. 273, or by email at [jcressy@sullivancountynh.gov](mailto:jcressy@sullivancountynh.gov)
4. The Request for Proposal document is available for download at: [www.sullivancountynh.gov](http://www.sullivancountynh.gov) Programs & Grants page, or contact the Commissioners Office at 603:863-2560
5. The Sullivan County Commissioners reserve the right to reject any and all bids and if all bids are rejected, the Sullivan County Commissioners may undertake the work by such means as they deem suitable. The Sullivan County Commissioners further reserve the right to waive any formalities in the preparation and submittal of proposals.

**Request for Proposal**  
**Design and Build Services for Air Conditioning and**  
**Fresh Air make up**  
**Sullivan County Health Care**  
**Stearns Building**  
**Sullivan County New Hampshire**  
  
**5 Nursing Home Drive**  
**Unity, NH 03743**



**PROJECT SUMMARY**

**The purpose of this project is to provide air conditioning and fresh air make up to Nursing Units on the 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Stearns building at Sullivan County Health Care.**

**Project Location;**  
Sullivan County Health Care  
5 Nursing Home Drive  
Unity, NH 03743

**Anticipated Project Dates;**  
Start: April 2011  
Deliver: July 2011

## **INTRODUCTION**

### **Purpose**

The purpose of this Request for Proposal (RFP) is to evaluate and select a Design-Build Team (D-B) to provide planning, pre-construction phase services, and construction phase services for the design and installation of an air conditioning and fresh make up air system at the above referenced facility. The selected D-B contractor shall be required to provide all services related to project design, site coordination, demolition and repair, etc., The scope of work will include commissioning of all new systems and will require a minimum of a 1-year warranty including parts and labor on all work.

### **Project Goal**

The project is to be delivered complete by July 15<sup>th</sup>, 2011. Sullivan County New Hampshire requests proposals which include pricing for the following three (3) options:

#### ***Option 1***

To design and install a ductless split air conditioning system with individual patient room control. This will include all patient rooms, hallways, common rooms, med rooms, treatment rooms and shower rooms. System should include variable speed compressors for energy efficiency such as a Daiken system or equivalent. Fresh make up air should be incorporated into the system.

#### ***Option 2***

To design and install a ductless split air conditioning system for the hallways and common areas only, sized to residually cool patient rooms. System should include variable speed compressors for energy efficiency such as a Daiken system or equivalent. Fresh make up air should be incorporated into the system.

#### ***Option 3***

To design and install a ductless split air conditioning system that cools all spaces but does not offer individual patient room control. It is understood that smaller ducts may be needed to provide air conditioning to patient rooms. System should include variable speed compressors for energy efficiency such as a Daiken system or equivalent. Fresh make up air should be incorporated into the system.

It is understood that ductwork will be required for the fresh air system. There is space available approximately mid floor on each level for fresh air equipment and for a mechanical chase.

### **Background**

The Stearns Building was originally built in the 1960's and had major renovations in 1987 and 1998 which included the addition of the third floor and various mechanical upgrades. There is currently a hydronic heating system in place which will stay. We would like to have this new system added to the existing DDC control system.

## **Selection Criteria/Proposal Content**

Bidders shall submit a comprehensive proposal that shows a clear understanding for delivering the requested scope of work, and meeting the project goals, within the required timeframe. Sullivan County will select the proposal which ensures that the County receives the best value. Although price will be a major factor in the decision making process, the County will consider the following evaluation criteria during the selection process:

### **Qualifications**

All bidders shall be licensed and certified to deliver on the project within the applicable jurisdiction(s). Bidders shall identify Designer of Record, proposed Project Manager and other entities or subcontractors that may be involved in the project. Provide a list of all pertinent certifications and qualifications that may be relevant to the project. The County will work with the selected contractor to obtain any required permits.

### **Construction Approach**

Description of pertinent aspect of the bidder's approach to this construction project that may provide positive differentiation.

### **Schedule**

Ability to meet the posted schedule is considered to be an important factor.

### **Coordination**

Coordination with Nursing and Facilities staff to minimize impact on the environment of patient care is considered critical. The selected bidder will exhibit the ability to meet regularly with Sullivan County's designee frequently, maybe daily, to allow normal operations to continue as seamlessly as possible.

### **Past Experience**

The proposal should include a list of relevant experience in HVAC installation, preferably in health care

### **Warranty**

Bidder shall describe in detail the proposed warranty schedule for all components. If interested in offering a service contract it should be done by separate contract.

### **Price Itemization**

Proposal shall include an itemized general payment schedule that will be refined and finalized during contract development.

### **Manuals**

Bidders price shall include three (3) copies of manuals for all equipment incorporated into the project including proposed drawings, specification sheets, as built drawings and operation and maintenance manuals.



### **Anticipated Schedule**

Issuance of RFP: **February 10, 2011**  
Pre-Proposal Walk through: **February 23, 2011 at 1:00p.m.**  
Receipt of written questions and clarifications accepted until: **March 4, 2011 at 3:00p.m.**  
Response via email by Sullivan County to all documented questions: **March 11, 2011**  
Complete proposals due: **March 21, 2011 at 2:00 pm**  
Review and Evaluation of Proposals: **March 22 to March 25, 2011**  
Recommendation to County Commissioners/Delegation Announced: **March 28, 2011**  
Anticipated Notice to Proceed: **April 22, 2011**  
Anticipated date of project completion: **July 15, 2011**

### **Pre-proposal walk through**

A mandatory pre-proposal walk through will occur at the project location on **February 23, 2011 at 1:00p.m.** Proposals will not be considered from bidders that do not attend this walk through.

### **Owner Contact Information**

The primary point of contact for this project will be;  
**John Cressy, Director of Facilities**  
**(603) 542-9511 X 273 or [jcressy@sullivancountynh.gov](mailto:jcressy@sullivancountynh.gov)**

### **Proposal Submittal**

Submit one (1) original and three (3) copies of your proposal by Friday, March 14, 2011 at 4:00 P.M. Local time to:

**Sullivan County Commissioners Office**  
**SCHC A/C Project**  
**14 Main Street**  
**Newport, New Hampshire 03773**

Late submittals will not be evaluated and the firm will be disqualified from further consideration. The Sullivan County Board of Commissioners reserves the right to reject any and all proposals. If all proposals are rejected, the Sullivan County Board of Commissioners may undertake the work by such means as they deem suitable. The Sullivan County Commissioners further reserve the right to waive any formalities in the preparation and submittal of proposals.

## **PROJECT SCHEDULE & SCOPE**

### **Project Overview**

Engineer, design, provide and install new air conditioning and fresh air system as noted in detailed scope below.

### **Proposed Project Schedule**

The response to this RFP must include a detailed schedule for planning, pre-construction phase, and construction phase of this project. Construction can begin at any time, once given the proper authorization. The facility will remain occupied during construction. The final installation will be complete and ready for final acceptance by July 15, 2011.

## **OTHER REQUIREMENTS**

### **Insurance:**

Contractor, and all subcontractors, shall procure and maintain for the duration of the contract the following coverage's, and shall provide a certificate and endorsement naming the County and its officials, employees and agents as additional insured. These coverage's shall be primary in the event there is other insurance applicable. The County must be provided with notice of cancellation of coverage's at least thirty days prior to cancellation.

Commercial General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000 per accident for bodily injury and property damage
Workers Compensation	As required by NH Statute
Employer's Liability	\$1,000,000 per accident, injury, disease
Professional liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Builder's risk	Value of completed project with no co-insurance penalty and Sullivan County named as loss payee

### **Indemnification:**

To the fullest extent permitted by law, Contractor shall protect, indemnify, save, defend and hold harmless County, including its officers, officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action,

17.

costs and expenses, including reasonable attorney and paralegal fees, which County and/or its officers, officials, volunteers, employees and agents may become obligated by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, but only to the extent caused in whole or in part by any negligent or wrongful act or omission of Contractor and/or its officers, members, directors, volunteers, employees, subcontractors and/or agents.

### **DETAILED PROJECT SCOPE OF WORK**

The following outlines the best known conditions of the facility. Respondents must understand that the building 40 years old and has always served as a health care facility. The SC understands that renovating this type of structure is never as easy or clear-cut as anticipated. Prior experience in renovation of older structures, especially HVAC systems in older health care buildings is a requirement. Firms' suggestions, modifications, and creative solutions which allow for efficiencies and/or additional value are welcome.

The selected D-B contractor shall be required to provide all services related to project design, site coordination, demolition, removal, and installation of protective barriers, wall demolition and repair, filling wall penetrations to code etc., in addition to the upgrade of the mechanical systems. It is imperative that every effort be made to minimize the impact on patient comfort and care. The scope of work will include commissioning of all new systems and will require a 1-year warranty including parts and labor on all work and a proposal for ongoing service contract. The Contractor will be responsible for all general construction work to include; core boring, roof curbs and repair, drywall, patch, paint, daily cleanup, electrical, insulation, controls, test and balancing of systems.

In conjunction to this air conditioning project, Sullivan County will be having new hung ceilings and recessed sprinkler heads installed. Price quotes on these services as options are welcome but are not required.

### **PROJECT DESIGN AND CONSTRUCTION STANDARDS**

#### **Professional Services**

The D-B Contractor shall obtain and designate a registered Professional Engineer as the Designer of Record who will be responsible for the integration and approval of the complete design package. The Designer of Record must sign and stamp/seal all construction documents. Sign-off from the Designer of Record and designated representatives will be on all applicable design documents, specifications and shop drawings before construction can begin.

[End of Request for Proposal]



New Hampshire  
**Community  
Development  
Finance Authority**

Appendix J.1.

February 7, 2011

Mr. Greg Chanis  
County Manager  
Sullivan County  
Sullivan County  
14 Main Street  
Newport, NH 03773

Re: Community Development Block Grant Close Out  
Contract Number 07-410-CDED

Dear Mr. Chanis:

We are pleased to inform you that this office subject to acceptance of your audit has closed out the above project. This is based on a review of the Closeout Report, Monitoring Reviews, and a determination by CDBG staff that Sullivan County has successfully complied with HUD certification and regulations and met the national objectives as proposed in your application. A copy of the Certificate of Completion endorsed by the Community Development Finance Authority and an original of the Close-Out Agreement are enclosed for your grant files.

Although activities under the subject project have been completed satisfactorily, State Administrative Rules require that all records pertaining to the grant be retained for three (3) years from the date of closeout or the date at which all audit requirements have been satisfactorily met.

Please accept my congratulations for the successful completion of your CDBG project.

Sincerely,

Amy Miniutti  
Senior Portfolio Manager

Enclosures

*"Investing In A Better New Hampshire"*

14 Dixon Avenue, Suite 102 • Concord, New Hampshire 03301

Tel: (603) 226-2170 • Fax: (603) 226-2816 • TTY/Voice Access Relay NH: 711 or (800) 735-2946 • [www.nhcdfa.org](http://www.nhcdfa.org)

J.2  
RECEIVED  
FEB 07 2011  
CDFA

CLOSE OUT AGREEMENT

This Agreement entered into by and between Sullivan County, New Hampshire (hereinafter referred to as the "Recipient") and the Community Development Finance Authority (hereinafter referred to as "CDFA").

WITNESSETH

1) Whereas, the Recipient has undertaken activities with financial assistance from CDFA provided pursuant to the Housing and Community Development Act of 1974, as amended, which Community Development Block Grant (CDBG) program (hereinafter called the "Program") is identified as Grant No. 07-410-CDED; and

2) Whereas, all Recipient activities have been undertaken and completed; and

3) Whereas, the parties hereto desire to enter final settlement and conclusion of the Program; and in reliance on the Close-Out Report.

Now therefore, in consideration of the mutual covenants, promises, and representations contained herein, the parties hereto agree as follows:

SECTION A: This Agreement shall be executed in two counterparts, each of which shall be determined to be an original, and such counterparts shall constitute one and the same instrument.

SECTION B: If any provision of this Agreement is held invalid, such holding shall not affect the validity of the remainder of the Agreement.

SECTION C: If a default occurs under this Agreement, or if Recipient fails to comply with any provision, CDFA may, at any time or from time to time, proceed to protect all rights available to CDFA under this Agreement.

SECTION D: Since a final audit has not been made of all program costs, the Recipient's next scheduled audit, in accordance with the Single Audit Act of 1984, if applicable, will include an audit of program costs. If any costs are disallowed by such audit, and the disallowance is sustained by CDFA, the Recipient will remit the amount of such sustained disallowed costs to CDFA.

This Close-Out Agreement is hereby executed and delivered by the parties hereto on the dates set forth below their respective signatures, and the Recipient agrees to abide by all governing regulations.

Sullivan County  
(Recipient)

By: \_\_\_\_\_

Greg Chanis  
County Administrator

Date: \_\_\_\_\_

By: \_\_\_\_\_

Katharine Bogle Shields  
Executive Director

Community Development Finance Authority

Date: \_\_\_\_\_

*The State of New Hampshire  
Community Development Finance Authority*

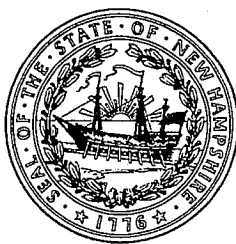
*Community Development Block Grant  
CERTIFICATE OF COMPLETION*

TO

*County of Sullivan*

*For carrying out all activities provided for under the Grant Agreement,  
And any modifications or resolutions thereof, for the*

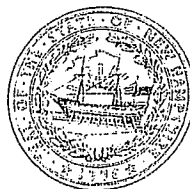
*"CRDC/Wainshall Partners" Project  
Grant # 07-410-CDED*



PRESENTED BY: **Kathy Bogle Shields, CDFA Executive Director**

Signed: *Kathy Bogle Shields*

Date: February 7, 2011



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
BUREAU OF COURT FACILITIES  
State House Annex - Room 420  
25 Capitol Street  
Concord, New Hampshire 03301

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

STEPHEN R. LORENTZEN  
Administrator  
(603) 271-1143

February 14, 2011

Gregory Chanis, County Administrator  
Sullivan County Commissioners Office  
14 Main Street  
Newport, N.H. 03773

RE: Sullivan County Superior and Probate Court Lease Agreement

Dear Greg,

As per our recent conversation and on behalf of the Bureau of Court Facilities, please find this letter as a formal request to renegotiate the extension rates established in the current Sullivan County Superior and Probate Court Lease Agreement approved by the Governor & Executive Council on March 26, 2008.

As you know, our current agreement set to expire on April 30, 2011 includes a two-year extension option with a 2.5% annual increase. Due to the current financial climate in state government, we have been asked to renegotiate these rates in effort to deal with existing budget constraints. With that, we are asking the County to approve a 1% increase in the first year of the extension resulting in a rate of \$12.39 SF and an additional 1% increase in the second year of the extension resulting in a rate of \$12.51 SF.

It is our sincere hope that the County will accept this proposal.

Thank you for your time.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Lineberry".

Sarah Lineberry  
Bureau of Court Facilities

cc: Stephen Lorentzen, Administrator, Bureau of Court Facilities

**EXHIBIT B**

**Exhibit B:** *If the annual rent is not as defined in section 4.1 herein, provide a monthly rental schedule of annual payments due during the initial Term, and during any optional extensions to the Term. Document any and all supplemental provisions that define or effect the annual rent.*

**RENTAL SCHEDULE**

The Premises are comprised of approximately 16,206 square feet of space, (as set forth in "Section 2" and "Exhibit A" herein) this figure is used to calculate the "square foot cost" of the Premises as set forth below. The rent due for the Premises during the initial three-year Term and optional two-year extension of Term shall be as follows:

**Rent for Tenant's Initial Three-year Term:**

Year	Lease Dates	Approx. Sq. Ft Cost	Monthly Rent	Annual Rent	Escalation above Prior Year
1	05/01/08-04/30/09	\$11.74	\$15,854.87	\$190,258.44	2.5%
2	05/01/09-04/30/10	\$12.03	\$16,246.52	\$194,958.24	2.5%
3	05/01/10-04/30/11	\$12.27	\$16,570.64	\$198,847.68	2%
Total for three-year initial term:				\$584,064.36	

**Rent for Tenant's Optional Two-year Extension of Term:**

Year	Lease Dates	Approx. Sq. Ft Cost	Monthly Rent	Annual Rent	Escalation above Prior Year
1	05/01/11-04/30/12	\$12.58	\$16,989.29	\$203,871.48	2.5%
2	05/01/12-04/30/13	\$12.89	\$17,407.95	\$208,895.40	2.5%
Total for two-year extension of term:				\$412,766.88	

In addition to the payments set forth in Exhibit B, Rental Schedule, the Tenant shall make one additional payment to the Landlord as reimbursement for the provision of certain improvements and renovations as set forth in Exhibit D. See Exhibit E, Special Provision 1 for text defining the Tenant's one time additional payment.



	Contract Amount	State Proposal	Difference
Year 1	203,871.00	200,835.00	(3,036.00)
Year2	208,895.00	202,843.00	(6,052.00)
Proposeded 2 Year Contract Reduction			(9,088.00)